



CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, April 28, 2020, 7:00 P.M.

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to view the meeting remotely by watching Channel 982. Anyone appearing in person will be required to socially distance themselves.

Remote participation by Council Members and the public is allowed and encouraged.

Conference Call Number: 1-414-662-3639

Conference Code Number: 599-750-383#

Regular meeting of the City of Baraboo Common Council, Mayor Mike Palm presiding.

Notices Sent To Council Members: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, and Thurow

Notices Sent To City Staff, Media And Other Interested Parties: Admin. Downing, Atty. Truman, CDA Dir. Cannon, Clerk Zeman, DPW Dir./Engineer Pinion, Finance Dir. Haggard, Fire Chief Stieve, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Police Chief Schauf, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, the Baraboo News Republic, WBDL, 99.7FM, Citizen Agenda Group, Media Agenda Group, Tim Lawther, Sauk County Health Officer

1. **CALL TO ORDER.**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE.**

3. **APPROVAL OF PREVIOUS MINUTES.** *(Roll Call):* April 9, 2020, April 14, 2020 & April 21, 2020

4. **APPROVAL OF AGENDA.** *(Roll Call)*

5. **COMPLIANCE WITH OPEN MEETING LAW NOTED.**

6. **PRESENTATIONS:**

- Update from Fire Chief Kevin Stieve regarding our Emergency Operations
- Update from Sauk County Health Department

7. **PUBLIC HEARINGS** – *None Scheduled*

8. **PUBLIC INVITED TO SPEAK.** *(Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)*

9. **MAYOR'S BUSINESS** – Thank you to organizers and artists that put together the community fundraiser this past Sunday.

10. **CONSENT AGENDA.** *(Roll Call)*

CA-1...Approve the accounts payable to be paid in the amount of \$_____.

CA-2...Approve the 1st Qtr. 2020 Budget Amendments

11. **ORDINANCES ON 2ND READING.**

SRO-1...Approve amending §12.02 of the Baraboo Municipal Code to allow the City Clerk to issue Operator's Licenses when the applicant meets the minimum requirements.

SRO-2...Approve adopting §2.03M of the Baraboo Municipal Code to allow remote participation at committee, board, commission and Council meetings.

SRO-3...Approve proposed revision to the Financial Hardship repayment provision for Special Assessments.

12. **NEW BUSINESS – RESOLUTIONS.**

NBR-1...Request to approve amending the Employee Policy and Procedure Handbook, Section 3.14-Vacation, to allow additional flexibility in when an employee can use their accrued vacation time.

NBR-2...Approve the City of Baraboo's Emergency Assistance Fund/Small Business Loan Program

NBR-3...Approve granting to Wisconsin Power & Light Company a 12-foot wide utility easement along the north right-of-way line of 2nd Avenue for approximately 135 feet.

13. **NEW BUSINESS – ORDINANCES.**

14. **ADMINISTRATOR AND COUNCIL COMMENTS.** *(Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.)*

- Update regarding the Governor's extension of the "Safer at Home" order

15. **REPORTS, PETITIONS, AND CORRESPONDENCE.** The City acknowledges receipt and distribution of the following:

- **Reports: 1st Qtr 2020 Financial Statements**
- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance.....4-14-2020

BID.....3-18-2020, 4-15-2020

UW Campus.....2-20-2020

Ambulance.....2-26-2020, 3-11, 2020
3-17-2020,

Copies of these meeting minutes are on file in the Clerk's office:

PFC.....3-16-2020

- **Petitions and Correspondence Being Referred:** None

16. **ADJOURNMENT.** *(Voice Vote)*

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com

APRIL 2020

19	20	21	22	23	24	25
	*SCDC *PFC	*Council Re-Organizational *Plan *Library	*Ambulance			
26	27	28	29	30	1	2
		*Finance *Council		*Public Arts		

MAY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
	*Administrative	*CDA		*BEDC		
10	11	12	13	14	15	16
	*Park & Rec	*Finance *Council				
17	18	19	20	21	22	23
	*SCDC *PFC	*Library	*BID	*UW Campus		
24	25	26	27	28	29	30
	Memorial Day City Offices CLOSED	*Finance *Council	*Ambulance	*Public Arts * Emergency Mgt		
31	1	2	3	4	5	6

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo, WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

**Special Meeting of the City of Baraboo Common Council
Council Chambers, Municipal Building, Baraboo, Wisconsin
Thursday, April 9, 2020 – 4:00 p.m.**

Mayor Palm called the special meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek

Council Members Absent: Thurow

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, M. Willer, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Ellington and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

SOFTWARE TEST

- The Mayor went over the City's Guidelines for Remote Participation. The functionality of the Microsoft Teams software was then tested with all participating Council members.
 - The Mayor asked each participating Council Member to: (a) State his/her name, (b) Practice muting and unmuting his/her microphone, and (c) Whether he/she has any questions about the functions of the software.

ADJOURNMENT

Moved by Petty, seconded by Kolb, and carried that the meeting adjourn at 4:43pm.

Brenda Zeman, City Clerk

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, April 14, 2020 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, T. Pinion, Fire Chief Stieve, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Petty and carried to approve the minutes of March 10, 2020 & March 17, 2020

Moved by Wedekind, seconded by Ellington and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS

- Fire Chief Kevin Stieve provided an update regarding our Emergency Operations

PUBLIC HEARINGS – *None Scheduled*

PUBLIC INVITED TO SPEAK – *No one spoke*

MAYOR'S BUSINESS

- The Mayor recognized Alderperson Dennis Thurow who retired from the City Council effective April 13, 2020.
- The Mayor recognized Detective George Bonham of the Police Department on his 35th anniversary.
- The Mayor recognized Brad Weirich of the Utilities Department on his 10th anniversary. Congratulations to both of you!
- Mayoral Appointment: The Mayor reappointed Dave Johnson, Ed White, Carolyn Wastlund, Nanci Caflisch to the Baraboo Economic Development Commission (BEDC) serving until February 28, 2023.
- The Mayor thanked the public and City staff for their cooperation during the emergency, with a special note of appreciation going out to everyone who helped with the Spring Election.

CONSENT AGENDA

Resolution No. 19-182

THAT the Accounts Payable, in the amount of \$ 1,353,626.92 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 19-183

THAT the City Clerk be authorized to issue the following Operator's Licenses:

- Marianne Prusiewicz, Pierces Express Market
- Jeffery Hinze, United Cooperative
- David Bower, St. Josephs, Gem City, Four Season

Resolution No. 19-184

That the following budget amendments are authorized:

- 4th Quarter, 2019 CDA Supplemental Budget Amendments for \$27,119
- 4th Quarter, 2019 CDA Budgetary Transfers \$35,826

**City of Baraboo
2019 4th Quarter Budget Amendments**

Common Council approved the following 2019 Budget Amendments at their April 14, 2020 meeting:

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Community Development Authori	980-67-40601-000	Equity Applied	28,591	12,333	40,924
				\$ 12,333	
CDA Administration	980-67-41000-120-000	Wages	49,655	3,413	53,068
CDA Administration	980-67-41000-131-200	Retirement - GASB 68	-	7,000	7,000
CDA Administration	980-67-41000-215-000	Professional Services	1,385	56	1,441
CDA Administration	980-67-41000-220-000	Telephone	920	73	993
CDA Administration	980-67-41000-310-000	Office Supplies	2,585	224	2,809
CDA Administration	980-67-41000-390-000	Other Supplies & Expense	1,275	43	1,318
CDA Administration	980-67-41000-530-000	Rents and Leases	4,006	328	4,334
CDA Ordinary Maint	980-67-44000-120-000	Wages	20,872	1,123	21,995
CDA Ordinary Maint <i>To appropriate FB for operating budget overrun</i>	980-67-44000-220-000	Telephone	1,250	73	1,323
				\$ 12,333	
CDA General Expense	988-67-49300-000	Fund Balance Applied	105,000	14,786	119,786
				\$ 14,786	
CDA Property Additions <i>To appropriate FB for operating budget overrun</i>	988-67-91150-900-000	Transfer to Primary Government	105,000	14,786	119,786
				\$ 14,786	
Net impact on all city-wide funds' budgets				\$ 27,119	

**City of Baraboo
4th Quarter Budget Amendments
Budgetary Transfers**

Corson Square

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Reduction in Other Appropriation within Same Fund					
CDA Ordinary Maint	981-67-44000-260-000	Repair & Maint Serv- Buildings	27,753	(10,259)	17,494
CDA Ordinary Maint	981-67-44000-350-000	Repair & Maint Materials	21,666	(4,644)	17,022

CDA Ordinary Maint	981-67-44000-392-000	Small Equipment Purchase	2,868	(2,052)	816
CDA Property Additions	981-67-75000-899-000	Contra-Contributed Capital	-	(18,871)	(18,871)
				<u>\$ (35,826)</u>	

Use of Funds

CDA Administration	981-67-41000-120-000	Wages	44,191	1,992	46,183
CDA Administration	981-67-41000-131-200	Retirement - GASB 68	-	7,800	7,800
CDA Administration	981-67-41000-215-000	Professional Services	943	404	1,347
CDA Administration	981-67-41000-220-000	Telephone	1,006	76	1,082
CDA Administration	981-67-41000-310-000	Office Supplies	2,361	226	2,587
CDA Administration	981-67-41000-390-000	Other Supplies & Expense	678	45	723
CDA Administration	981-67-41000-530-000	Rents and Leases	4,006	328	4,334
CDA Ordinary Maint	981-67-44000-120-000	Wages	21,090	744	21,834
CDA General Expense	981-67-45000-580-000	PILOT	12,000	2,180	14,180
CDA Property Additions	981-67-75000-814-000	Equipment Purchases	-	2,052	2,052
CDA Property Additions	981-67-75000-822-000	Building Improvements	18,247	19,903	38,150
CDA Ordinary Maint	981-67-44000-220-000	Telephone	700	76	776
				<u>\$ 35,826</u>	

To transfer to cover budget overruns

Moved by Kolb, seconded by Kent and carried that the Consent Agenda be approved-8 ayes.

ORDINANCES ON 2ND READING

Moved by Wedekind, seconded by Ellington and carried unanimously to approve the 2nd reading of **Ordinance No. 2546** approving revisions to §14.05 of the City's Municipal Code pertaining to the Building Code.

Moved by Petty, seconded by Kolb and carried unanimously to approve the 2nd reading of **Ordinance No. 2547** adopting certain Sections of Chapters 940, 941, 942, 943, 944, 946, and 961 of the Wisconsin State Statutes by reference in Chapter 9 – Orderly Conduct of the City's General Code of Ordinances.

NEW BUSINESS - RESOLUTIONS**Resolution No. 19-185**

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments upon property in the assessment districts hereafter described for benefits conferred upon such property by reason of the following public work and improvements: 2020 Street Improvements.
2. The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICTS

New Sidewalk – That property on:

- East side of Tuttle Street (between 9th & 10 Streets) – approximately 1,360 sq ft.
 - North side of 9th Street (from Tuttle St west 270 Ft) – approximately 1,350 sq ft.
 - 13th Avenue (between Amundson Dr & Birch St) – approximately 3,290 sq ft.
3. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
 4. The City Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
 5. The City Engineer shall prepare a report which shall consist of:
 - (A) Final plans and specifications for the improvements.
 - (B) An estimate of the entire cost of the proposed improvements.
 - (C) A schedule of proposed assessments.
 6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.
 7. Upon receiving the report of the City Engineer, the Clerk or her designee shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as Class 1 notice under ch. 985, Wis. Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with the reasonable diligence.
 8. The hearing shall be held in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 on May 12th, 2020 at 7:00 p.m. in accordance with Section 66.0703 (7)(a), Wis. Stats.
 9. The assessment against any parcel may be paid in cash or in annual installments in accordance with the City of Baraboo Sidewalk Policy and Special Assessment Procedure.

Moved by Ellington, seconded by Kolb and carried that **Resolution No. 19-185** be approved-7 ayes, 1 abstain, Plautz

Resolution No. 19-186

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the low bids of:

Dean Blum Excavating \$304,379.86 for PROPOSAL A – Reconstruction of Tuttle Street, 13th Avenue, Lincoln Avenue, Elizabeth Street, and Draper Street

J&J Underground LLC \$393,793.50 for PROPOSAL B – Reconstruction of Mound Street and Storm Sewer Construction on Hill Street and Storm Sewer Construction in the Alley between Elizabeth and Camp Streets from 2nd to 4th Street

Are hereby accepted and all other bids are rejected and that the Mayor and City Clerk are hereby authorized to execute the respective Contracts.

Moved by Kolb, seconded by Wedekind and carried that **Resolution No. 19-186** be approved-8 ayes.

Resolution No. 19-187

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the Proposal for mowing of weeds and rank growth from Sunrise Property Care in the amount of \$0.01 per square foot for mowing an improved lot \$0.01 per square foot for vacant property less than ½-acre, \$0.008 per square foot for vacant property greater than ½-acre, and \$0.04 per square foot for weed control is hereby accepted.

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 19-187** be approved-8 ayes.

Resolution No. 19-188

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the proposal for mowing of the STH 136 median strips from Top 2 Bottom in the amount of \$55.00 per mowing and \$30 per hour for additional weed pulling and trimming is hereby accepted and all other bids are rejected.

Moved by Kolb, seconded by Sloan and carried that **Resolution No. 19-188** be approved-8 ayes.

Resolution No. 19-189

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

To approve the attached Professional Services Agreement with MSA for Engineering Services to Update the City's Stormwater Quality Management Plan for an estimated fee of \$75,536 and authorize the Mayor and City Clerk to execute said Agreement.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 19-189** be approved-8 ayes

Resolution No. 19-190

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

To approve Badger Environmental Services, LLC for asbestos inspection and sampling and lead paint sampling at 1208 Oak Street at an estimated cost of \$2,200.

Moved by Sloan, seconded by Kolb and carried that **Resolution No. 19-190** be approved-8 ayes

NEW BUSINESS - ORDINANCES

Moved by Ellington, seconded by Sloan and carried unanimously to approve the 1st reading of **Ordinance No. 2548** amending §12.02 of the Baraboo Municipal Code to allow the City Clerk to issue Operator's Licenses when the applicant meets the minimum requirements.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 12.02, INTOXICATING LIQUOR AND FERMENTED MALT BEVERAGES, of the

Baraboo Municipal Code is amended as follows:

(5) APPLICATION INVESTIGATION AND REVIEW.

- (a) The City Clerk shall notify the Chief of Police, the Zoning Administrator, the Building Inspector, and the Fire Inspector, or their respective designees, regarding all license applications, except operator's license applications which shall only be submitted to the Chief of Police. These officials shall cause an investigation to be made to determine whether the applicant and/or the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto. These officials shall furnish to the City Clerk the information derived from such investigation.
- (b) The City Clerk shall review and consider said reports and shall apply the licensing standards set forth in this section and in Ch. 125 Wis. Stats., and if the City Clerk finds that there is no reasonable basis for denying the license applied for, he/she shall (xxxx):
 - (i) Issue the license if it is an operator's license, provisional operator's license or temporary operator's license, or, if it is not an operator's license,
 - (ii) Recommend the issuance of the license to the Administrative Committee, who shall then make a recommendation to the Common Council

...

- (7) OPERATOR'S LICENSE. Applications for an operator's license shall be reviewed and considered in accordance with Subs. (4) above. A regular operator's license shall be valid for a period of not more than two years and shall expire on June 30. A conditional operator's license issued pursuant to the Current Standards Regarding Issuance of Bartender's Licenses established by the Common Council shall be valid for a period of one year and shall expire on June 30. All applications shall be filed on or before June 15, provided that nothing shall prevent granting any licenses that are applied for at any other time for a fraction of the license period if the required license fee is paid. (1773 11/08/94, 2096 09/24/02, xxxx)

2. This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Petty, seconded by Kolb and carried unanimously to approve the 1st reading of **Ordinance No. 2549** adopting §2.03M of the Baraboo Municipal Code to allow remote participation at committee, board, commission and Council meetings.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 2.03M, MEMBER ABSENCE; REMOTE MEETING PARTICIPATION, of the Baraboo Municipal Code is adopted as follows:

Section 2.03M MEMBER ABSENCE; REMOTE MEETING PARTICIPATION.

- (a) A member of a standing committee (per §2.05 of this Code), special committee (per §2.06 of this Code), board or commission (per Ch. 1, Subchapter II of this Code) or the Common Council may request in writing or by email at least 24 hours, but preferably 48 hours, in advance of the meeting permission from presiding officer of the committee,

board, commission or council to participate in the meeting remotely, by video or audio conferencing system.

- (b) Remote participation may be permitted in cases where the member would not otherwise be able to attend the meeting due to illness or injury, extreme temperature or weather conditions, lack of available childcare, or other circumstances beyond the member's control where in person attendance would create an undue hardship.
- (c) In the event one or more members at a committee, board, commission or council meeting participates remotely, the following shall occur:
 - a. The member(s) remote appearance shall be noted in the meeting minutes.
 - b. The meeting must occur in a meeting room where the physically absent member(s) can hear and be heard by all those who are present.
 - c. The member(s) appearing remotely shall count towards the quorum.
 - d. The member(s) shall be allowed to participate and vote to the fullest extent possible except that if the proceeding requires direct observation, such as viewing exhibits not previously provided or observing the demeanor of a witness, the member(s) shall abstain from voting unless the remote participation is occurring by video conference.
 - e. All voting during the meeting shall be conducted by roll call vote.
 - f. If at any time during the meeting one or more of the elements of the software allowing the remote participation malfunctions resulting in a participant unable to hear or fully communicate, the presiding officer shall call a recess until such time as communication is reestablished. If communication is not restored within 5 minutes, the presiding officer may entertain a motion to continue the meeting in absence of the remotely participating member(s). If the meeting continues without the remotely participating member(s) and there is a loss of a quorum, the meeting shall adjourn.
 - g. If the members vote to go into closed session, all state and local laws related to closed session apply. If in closed session, member(s) appearing remotely shall take all reasonable measures to ensure that no member of the public present at their location are able to see, hear or otherwise observe the closed session.
- (d) Remote participation at meetings by City officials, agents and staff may be allowed with prior consent of the presiding officer.

2. This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Ellington, seconded by Kolb and carried unanimously to approve the 1st reading of **Ordinance No. 2550** approving the proposed revision to the Financial Hardship repayment provision for Special Assessments.

The amendment of the Sidewalk Policy, an addendum to Chapter 8 of the Municipal Code, within the Municipal Code of the City of Baraboo.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Appendix to Chapter VIII - City of Baraboo Sidewalk Policy of the Municipal Code of the City of Baraboo is hereby amended to read as follows:

APPENDIX TO CHAPTER VIII - City of Baraboo Sidewalk Policy
Revised April 2020

Purpose. *This policy is intended to establish guidelines for the installation of new sidewalks and the replacement of existing sidewalks in the City of Baraboo and to document the methodology to be used to assess the costs associated with new sidewalk construction to the abutting property owner.*

Except as otherwise stated in this policy it is the goal of the City to have curb, gutter, and sidewalks, on all existing and future streets for the benefit of the health, safety, and welfare of the citizens. Recognizing that neighborhoods change over time, the intent of this Policy is to promote safety, sociability, community, connectivity, and equilibrium throughout the City. The City of Baraboo is designated as an eco-municipality and as such, is committed to being a walkable community.

Procedure - New Sidewalk Installation. New sidewalk installation shall be coordinated by the City Engineer as directed by the Public Safety Committee and/or City Council. Locations for new sidewalk that will be installed entirely independent of any street construction work shall generally conform to the City's 1999 Sidewalk Planning Study unless special circumstances exist as determined by the Public Safety Committee. New sidewalk projects should be planned for street segments that are ranked in the top 25% of segments that do not have sidewalk and adjacent segments on a particular street should be grouped together rather than adhere to the strict priority ranking from the 1999 Study.

In addition, new sidewalk shall also be installed along streets that are reconstructed where no sidewalk previously existed unless special circumstances exist as determined by the Public Safety Committee.

Notices shall be mailed to property owners along streets slated to receive new sidewalk. This notice shall serve to notify the property owner that sidewalk will be installed and that assessments shall be levied against abutting properties. Special Assessment procedures shall conform to City Ordinances and applicable State Statutes.

As provided by City Ordinance, the abutting property owner has the option of installing their own sidewalk or hiring their own contractor to install sidewalk along their property. Any property owner choosing to install their own sidewalk or hire their own contractor must sign an agreement with the City establishing the guidelines for construction. Any property owner choosing to install their own sidewalk or hire their own contractor assumes full responsibility for all costs associated with the sidewalk installation with the exception of the credit available to the property for additional costs for special provisions.

City Owned Property. Whenever sidewalks are constructed on a street, all city owned parcels contiguous to the project will have sidewalk installed.

Building Construction. Sidewalks must be installed prior to an occupancy permit being issued for

all new building construction and when there have been improvements to an existing building by 50% or more of the current or equalized value for the structure. Structures receiving occupancy permits between November 1st and May 30th of the following year shall be required to have sidewalks installed by the following June 30th.

New Subdivisions. Sidewalks shall be installed as provided in the Subdivider's Agreement.

Subdivider agrees to construct and install, at Subdivider's sole expense, all required sidewalks in accordance with the City's sidewalk standards and specifications. Sidewalks shall be constructed on both sides of each street within the Subdivision. All sidewalk construction within the Subdivision must be completed within three years of the date of the recording of the final plat of the Subdivision or the date of the execution of this Agreement, whichever occurs first. In all cases, sidewalks must be constructed for each individual lot within the Subdivision before an occupancy permit will be issued for said lot and in all cases all sidewalks within the Subdivision shall be completed within the three-year period stated herein. Subdivider agrees that upon completion of the sidewalk construction in accordance with this Agreement, Subdivider shall formally notify the City Building Inspector and request an inspection thereof. Upon such notification, the City Building Inspector shall make an inspection of the completed sidewalk. All sidewalks in the Subdivision shall be subject to acceptance of ownership and dedication and to the letter of credit provisions.

Procedure-Sidewalk Replacement. As provided by City Ordinance existing sidewalks in the City shall be inspected at least once every eight years. The City is divided into districts to facilitate the orderly inspection and repair of sidewalks.

As a guideline, it is the City's goal to endeavor to replace sidewalks if there are cracked or broken stones, spalled surface conditions, ponding or icing conditions or settling or heaving so as to cause a differential in joint elevation of 3/4 inch from one stone to the next.

Sidewalks required to be replaced will be marked by City Engineering Department staff.

Sidewalks marked for replacement shall be completely removed and replaced or repaired as deemed appropriate by the City Engineer.

Design Standards. Sidewalks shall be 5' wide and constructed of concrete in accordance with the City Specifications for Concrete Sidewalks as adopted by the Public Works Department. Sidewalks shall typically be installed on street right-of-way six inches from the property line. The sidewalk specifications for a particular project may require the removal of trees and landscaping encroachments; however, recognizing the City's Tree City USA designation, special effort will be made to save mature trees that are in very good or excellent condition. In situations where building encroachments or significant tree growth or other special circumstances exist, the sidewalk may be installed further from the property line and the width may be reduced to 4'. An effort shall be made so that both the width and alignment generally conform to other sidewalks in the area.

Sidewalks shall be installed through driveway sections to provide a uniform walking section and appearance.

Certain sidewalk projects may require the construction of walls and other improvements.

The City Engineer shall be notified and an inspection performed prior to pouring the sidewalk to approve the sidewalk location, grade line and forming.

Assessment of Costs. Costs for new sidewalk construction shall be assessed against abutting properties on a front foot basis. The assessed costs shall be calculated by combining the concrete costs with costs for clearing and grubbing of trees and brush, excavation and preparation of the grade, sub-base material, and turf restoration. This combined cost will be calculated on a square foot

basis which will be multiplied by the sidewalk width to determine the front foot assessment cost.

Driveway restoration as required due to the installation will not be assessed provided the driveways are restored using similar materials to those existing prior to sidewalk installation. Enlargements or upgrades to the existing driveways shall be assessed at cost.

Carriage walks will be replaced at the owners request and will not be assessed against the abutting property provided the carriage walk is restored using similar materials to those existing prior to its removal. Enlargements or upgrades to the carriage walks shall be assessed at cost. A carriage walk is defined as a sidewalk located in the right-of-way, perpendicular to the street, between the curb and the sidewalk, but excludes curb ramps or sidewalks located at an intersection.

Additional Costs for Special Provisions. The hilly terrain in the City of Baraboo often requires that retaining walls, steps or other special provisions be constructed as a part of the sidewalk installation. To protect the property owner against the high cost of these special provisions, the City of Baraboo agrees to limit the total cost of the special assessment for sidewalk against any single property to 1.75 times the cost of the total sidewalk assessment for the parcel.

In the event that the property owner chooses to install the sidewalk and special conditions exist such as retaining wall construction, the property owner is eligible for a credit to apply against the cost of this added construction. The credit is calculated by multiplying the cost of the sidewalk assessment for the parcel (had the City completed the work) by 1.75 and subtracting from that the cost of the sidewalk assessment (had the City completed the work). Retaining wall materials and construction shall be approved by the City Engineer.

Large Lot Adjustment. For large lots in the City zoned for single family or two family residential the additional costs for special provisions as described above shall be limited to 1.75 times the cost of sidewalk for a standard residential lot of 132 feet of frontage. The parcel shall be assessed for the entire frontage for sidewalk construction as described above under assessment of costs. Only the additional costs for special provisions shall be subject to the adjustment described in this paragraph.

Multi-frontage lots will be responsible for all frontages.

Exceptions: The only exception to this Policy shall be in locations where the topography is such that sidewalk construction is not feasible or where the cost to construct sidewalk would be excessive, as determined by the City Engineer.

Excessive Costs. Should the costs of construction exceed three (3) times the cost of the contractors cost for sidewalk reconstruction as determined in the current years maintenance bids, the project will usually be considered to be infeasible to undertake; however, the Council may determine that a project is so important that it may exceed this limit.

Financing. Sidewalk assessments may be paid under one of the following alternatives:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments over \$1,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. Interest rate will be the prime lending

rate at the time of the agreement plus 1½%. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.

- **Community Development Block Grant for assessments over \$1,000.** Applicants must be at 80% or less of median income for Sauk County and meet program qualifications. Funds are subject to availability. Application must be made to Community Development Authority and verification of application must be delivered to City Treasurer within 30 days of date of invoice. Interest will be waived during application process.
- **Financial Hardship.** A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures, or who is not eligible for a Community Development Block Grant loan as stated above, shall be eligible to repay the City for the assessment at the rate of \$100 per year or 5% of the total assessment, whichever is greater, plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale or transfer of the property, except between spouses, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their most recently filed State of Wisconsin tax return if filed, or otherwise show proof of annual household income.

For each year ending in either 5 or 0, the property owner shall re-submit proof of financial hardship to the City. If the property owner continues to qualify under the policy guidelines, the hardship status will remain. If the property owner does not qualify, the remaining balance of the assessment shall be paid pursuant to an Installment Agreement, the term of which will be determined based on said remaining balance as outlined above.

- **Balance on Tax Roll.** If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

Ownership Adjacent To Town Parcels. When a landowner owns land adjacent to town parcels and has a driveway that enters the street going to the town parcel the property owner will be required to place sidewalk along the frontage of the street to a point that will access the driveway of the owners parcel in question. Where there is no driveway it shall be at the discretion of the council where the sidewalk shall end.

Three-Sided Lots. In those areas where new sidewalks are to be installed, if a sidewalk is to be installed on a lot, which has frontage on three sides, the property owner will be responsible for the street in front of the house and to the side of that frontage. The City will pay for the initial sidewalk construction on the street that would be to the rear of the house. Future maintenance of all sidewalks shall be the responsibility of the property owner.

2. The amended ordinance and Policy shall take effect upon passage and publication as provided by law.

ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Downing gave an update regarding City facility closures: The Municipal Bldg is closed but the drive-thru and the drop box are open for payments. Officers are still responding to calls. The following remains closed to the public: The Civic Center, the Library, City Parks, and the City Services Facility.

The City of Baraboo currently has a 53.6% return rate, or about 47% have not returned their census. Please submit your census information.

Ald. Tob Kolb thanked Rob Sinden for the Microsoft Teams training and also administration for

pulling this together for a remarkable meeting. He encourages citizens to learn how to participate.

Ald. Petty noted that at the last Ambulance Commission meeting members were informed that transfers and 911 calls are down by 80%, which will affect future revenue. He is requesting to continue as the spokesperson for the City of Baraboo at the upcoming membership meeting.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** Airport, Treasurer, Building Inspection, Fire Dept.
- **Minutes from the Following Meetings:**

Finance/Personnel Committee–Dennis Thurow Committee Room, #205

March 10, 2020

Members Present: Petty, Thurow, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, C. Haggard, M. Hardy, T. Pinion

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Thurow to approve the minutes of February 25, 2020 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Thurow to recommend to Council for approval of the accounts payable for **\$704,498.36**. Motion carried unanimously.
- b) **4th Qtr. 2019 Budget Amendments** – The Committee reviewed the amendments as presented. Finance Director C. Haggard explained the budget amendments and the difference between supplemental budget, a new source of revenue to source a new expense during the year, and the budgetary transfers, transfers between one line item to another. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Financing Kayak Launch** – C. Haggard explained that she is looking for permission to pursue the most cost efficient way to finance the project overrun of about \$57,000; whether it be a line of credit or other short term financing. M. Hardy noted that a partial grant was already received for this project. With the cost overrun, we can ask for a grant amendment but there is no guarantee. M. Hardy has already reached out to several groups in the Baraboo area looking for options to help fund this project. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- d) **Engineering Contract of Kayak Launch** – M. Hardy noted that this originally an intergovernmental project between the City and West Baraboo with West Baraboo holding the grant. Because we only received a partial grant, it was decided that the Kayak Launch was the best use of these funds. The grant has been transferred to the City. The original engineering contract through the Village of West Baraboo was with MSA. The \$19,000 for the engineering portion will complete this project. The grant administration will be done by M. Hardy. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- e) **Construction of Kayak Launch** – M. Hardy stated that four bids were received for this project. The low bid of \$197,939 from Meise Construction, Inc. is being recommended for approval. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- f) **2019/2020 City Budget** – C. Haggard explained that these are projects from 2019 that did not come to completion. We are looking for permission to transfer these funds from 2019 to 2020. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.

Information Items

- **Attorney Report on Claims – Claim Denial:** Betty Ast, Slip and Fall at the Library on 02/05/2020
- **Finance Director Financial Statements**
 - **4th Qtr. 2019 Financial Statement**
 - **4th Qtr. 2019 Baraboo Transit Service Financial Statement**

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:48pm.

Minutes of the Public Safety Committee Meeting**February 24, 2020**

Members Present: Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Kennie Downing, Emily Truman, Mark Schauf, Kevin Stieve, Tom Pinion, Wade Peterson, and Tony Gilman.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the January 27, 2020 meeting. Motion carried unanimously.

New Business

- a. Review Bid Tabulations for 2020 PW Projects and recommend award of contracts – Pinion presented the bid tabulation for the six proposals. He recommends all contracts be awarded to the low bidder. It was moved by Kolb, seconded by Wedekind to accept the low bid on all six proposals. Motion carried unanimously.
- b. Review Proposals for Concrete Grinding and recommend award of contract – It was moved by Kolb, seconded by Wedekind to accept the low proposal on the Concrete Grinding and Concrete Leveling. Motion carried unanimously.
- c. Review Proposals for Concrete Leveling and recommend award of contract – See Concrete Grinding above.
- d. Review and approve design and placement of new Wayfinding Signs – Pinion presented the background to Committee. He said that the Chamber is proposing to remove all existing wayfinding signage and provide 30 new signs, 17 of which would be located within the City. He said that because these signs are not official traffic signs, the Committee's approval is necessary for the signs to be placed in the public right-of-way. It was moved by Kolb, seconded by Wedekind to approve the design and placement of new Wayfinding Signs. Motion carried unanimously.
- e. Review and recommend adopting certain Sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin State Statutes by reference in Chapter 9 – Orderly Conduct of the City's General Code of Ordinances – Chief Schauf said that when police are investigating incidents, they can take enforcement as an ordinance violation, which is the City Code, or they can take enforcement under criminal statutes. He said that the burden for proof for criminal is beyond a reasonable doubt and that sometimes can be difficult to achieve, whereas, for a City ordinance violation the burden of proof is clear and convincing. He said by having these offenses added to the City Code would give the department the ability to charge some of these offenses as ordinance violations without having the higher burden of proof. He said additionally, one of the options that this provides is the ability to keep kids and/or first time offenders out of the criminal justice system, but hold them accountable by issuing charges appropriately, and it would then be handled by the City Attorney's office, who then has a number of options through the prosecution that they can handle. He said it this could be a way to hold a first time offender accountable, but not have them put into the criminal system as an offender. He said that the Statutes that are in the packet and being recommended for adoption by the Code are offenses that the police department commonly deals. It was stated that these offenses would all be under forfeitures and be at the discretion of the officer. Discussion then took place regarding non-payment of forfeitures. It was moved by Kolb, seconded by Wedekind to recommend adopting certain sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin state Statutes as presented. Motion carried unanimously.
- f. Review and recommend approval of a Memorandum of Understanding for Mutual Aid and Fire suppression services between the Baraboo Fire Department and the Wisconsin Department of Natural Resources for compensation for fishing forest fires or prescribed burn assistance – Kevin Stieve presented the information to the Committee. He said that the City of Attorney as reviewed this and feels comfortable with it. It was moved by Kolb, seconded by Wedekind to recommend approve of MOU between the Baraboo Fire Department of the Wisconsin DNR as presented. Motion carried unanimously.
- g. Review and recommendation to proceed with acquisition and or demolition of the former St. Mary's Ringling Memorial Hospital at 1208 Oak Street – Pinion presented the background stating that this property has been a thorn for the Police Department and the City for several years. He said that there is money in the 2020 budget to take care of this public nuisance. He said that there are many steps to go through and is not sure that it will be done in this calendar year. He said that with the Council's blessing, the City would begin the process. It was moved Kolb, seconded by Wedekind to recommend proceeding with the acquisition and/or demolition of the property at 1208 Oak Street. Motion carried unanimously.
- h. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for February 2020 – It was moved by Kolb, seconded by Wedekind to approve the monthly Billing Adjustments/Credits as presented. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report
 - i. Staffing updates – Peterson said it is being advertised at this time for a Water Crewman, taking applications until March 3.
 - ii. Project updates – Peterson said that water/sewer river syphon project by the old pump house has started. He said some water mains were laid last week, and they plan to start the directional drill next week.

- b. Street Superintendent's Report
 - i. Staffing updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
 - ii. Equipment updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
 - iii. Projects updates – Pinion said that they are the streets that are included in this year's budget. Mound Street from Elizabeth to Remington; Tuttle Street from 9th to 10th; half of Lincoln, from 2nd to 3rd; far north of Elizabeth Street is our half ; 1-1/2 block of 13th Avenue, which the City will continue sidewalk; and new sidewalk on the one block of Tuttle Street.
- b. Police Chief's Report
 - i. Staffing updates – Schauf said that the department has one officer in field training at this time. He said there are two vacancies and interviews were conducted with Police & Fire Commission on February 8, background checks are being done now. He said that he is anticipating at least one retirement, maybe this year, or the start of next year.
 - ii. 2019 Annual Report – Schauf said there is a lot of information in the report such as use of force, number of calls, etc. He encouraged the Committee to review the report and confer with him for questions.
- c. Fire Chief's Report – Stieve gave the committee a couple of handouts to review. He said the handouts shows staffing, updates on the Fire Department Operation Study. He asked the Committee to come to him with any questions after reviewing.

AJOURNMENT – It was moved by Kolb, seconded by Wedekind to adjourn at 1:35 p.m. Motion carried.

Administrative Committee

April 6, 2020

Present: Alderpersons John Ellington, Heather Kierzek & Vacant

Absent: None

Also Present: City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.

Citizen Present: None

The meeting was called to order by Chairman John Ellington at 8:00AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of February 26, 2020, seconded by Ellington and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Ellington and unanimously carried.

Review and recommendation to the Council – Operator's Licenses.

Chief Schauf mentioned there was nothing precluding the issuance of licenses to Marianne Prusiewicz, Jeffery Hinze and David Bower and recommended approval.

Motion to recommend to approve and move on to Council the Operator's Licenses for Marianne Prusiewicz, Jeffery Hinze and David Bower by Kierzek, seconded by Ellington and unanimously carried.

Review and recommend staff to amend Section 12.02 of the Baraboo Municipal Code to have the Common Council delegate the ability to issue operator's licenses to the City Clerk

City Attorney Truman stated that up until about a year ago, the licenses were approved by the City Clerk. It came to the attention of the City that it was not allowed per Statute. The City Code was updated to have the licenses go to Administrative Committee then to Council.

A couple of weeks ago, the legislature updated the law to how the City used to do it by having the City Clerk approve them.

Alderperson Ellington questioned if the Administrative Committee would get the licenses at all. Truman responded that if the licenses are not recommended for approval, those cases would be routed through the Committee.

Motion to recommend to approve and move on to Council the amended Section 12.02 of the Baraboo municipal Code to have Common Council delegate the ability to issue operator's licenses to the City Clerk by Kierzek, seconded by Ellington and unanimously carried.

Review and recommend adopting an Ordinance allowing remote participation at meetings

Motion to recommend adopting an Ordinance allowing remote participation at meetings to Council by Kierzek, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Monday, May 4 at 8:00AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:16AM CST.

Baraboo Economic Development Commission Meeting Minutes

March 5, 2020

I. Call Meeting to Order and Note Compliance with Open Meeting Law

Vice-Chair Jim Bowers called the meeting to order at 5:30 PM at the Baraboo Municipal Building, Room 205, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

II. Roll Call of Membership

Present: Bowers, Ayar, Cafilisch, Johnson, Mueller, Palm, Ryan, Walczak, Wastlund

Absent: Reppen, Taylor, White

Other: Patrick Cannon, Emily Truman

III. Approve Minutes

Motion to approve the minutes for February 6, 2020 meeting

Johnson (1); Palm (2)

Aye: All via voice vote

Nay: None

IV. Approve Agenda

Motion to approve the agenda as presented

Cafilisch (1); Mueller (2)

Aye: All via voice vote

Nay: None

V. Presentation

City Attorney to present on (a) Open Meetings Laws/ Agenda Training and (b) the BEDC City Ordinance

VI. Old Business

a. Updates on Development Activities

- Mayor Palm updated on the following:
 - The State DOT will be reconstruction sidewalk ramps on HWY 113 & 136 in 2020 & 2021.
 - He served on a Review Committee for State Road projects. They had more applications than funding.
 - Bike Wisconsin will be in Baraboo in June. They will be staying at the Civic Center
 - The Chamber held an update on the local economy. There are over 1235 businesses with in the zip code
 - The Mayor also attended an economic update put on by the Department of Revenue
 - The City has placed the other members of the Baraboo Ambulance District of its intention to explore other service options.
- Mr. Johnson that Ag prices are realistic and that the trade agreements will not start until later in the year.
- Mr. Taylor indicated that the banking industry is very strong at this time.
- Ms. Wastlund indicated that the CDA has granted a loan to the Al. Ringling Brewing Company.
- Ms. Mueller gave an update on the School remodeling project.
- Mr. Reppen indicated that the County has several issues that they are addressing.
- Dr. Ayar indicated that over all Higher Education is struggling with enrollment
- Mr. Bowers indicated that nothing significant has happened in the Village. He also indicated that a fundraiser was help for the homeless shelter.

VII. New Business

a. Establishing 2020 Goals for BEDC

The Mayor updated the Board on the areas of housing and what vacant parcels are available within the City.

The question of changing to bi-monthly meetings was approached and will be included on the agenda for the March meeting.

VII. Update Partner Presentation Schedule

No additional comments were provided.

VIII. Commissioner and City Staff comments

No additional comments were provided.

IX. Adjournment

Motion to adjourn the meeting was made at 6:49 pm.

Johnson (1); Taylor (2)

Aye: All via voice vote

Nay: None

- **Copies of these meeting minutes are on file in the Clerk's office:**

Airport.....3-12-2020

Police & Fire Comm.....2-17-2020

Plan Commission.....3-17-2020

Library..... 2-4-2020, 3-17-2020

CDA.....2-4-2020, 2-25-2020, 3-3-2020

Ambulance Comm.....1-30-2020, 2-13-2020, 3-3-2020, 3-5-2020

- **Petitions & Correspondence Being Referred:** None.

ADJOURNMENT

Moved by Ellington, seconded by Kolb, and carried that the meeting adjourn at 8:00pm.

Brenda Zeman, City Clerk

Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, April 21, 2020 – 7:00 p.m.

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Sloan, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent: Plautz

Others Present: Adm. Downing, Atty. Truman, Clerk Zeman, Chief Schauf, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Ellington and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS – (None)

APPOINTMENT OF ALDERPERSON TO DISTRICT 9

Moved by Ellington, seconded by Sloan to approve the Mayoral appointment of Kathleen Thurow for District 9, Wards 1 & 13, serving until April 21, 2021. Motion carried unanimously.

OATH OF OFFICE

Clerk Zeman administered the Oath of Office to Alderpersons Wedekind, Kent, Sloan, Kierzek, and Thurow

PUBLIC INVITED TO SPEAK –No one spoke.

CONSENT AGENDA

Resolution No. 20-01

THAT the Baraboo State Bank qualifies as a public depository under Chapter 34 of the Wisconsin Statutes, and is hereby designated as a depository in which funds of this municipality may, from time to time, be deposited; that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
Payment Account	101064029	1	Treasurer
Alma Waite Trust Fund NOW	104502957	2	Clerk and Treasurer
Library Segregated Fund	104551192	2	Clerk and Treasurer
Park Dept. House	101001035	2	Clerk and Treasurer
General NOW	101149830	2	Clerk and Treasurer
General ICS	101066015	2	Clerk and Treasurer
Parks & Recreation Board NOW	101000888	2	Clerk and Treasurer
Water Utility NOW	101153201	2	Clerk and Treasurer
Sewer Utility NOW	104550099	2	Clerk and Treasurer
Sewer Debt Service NOW	104506359	2	Clerk and Treasurer
Sewer Equipment Replacement NOW	104522281	2	Clerk and Treasurer
Stormwater Equipment Replacement	104565819	2	Clerk and Treasurer
Friends of the Library	103035891	2	Clerk and Treasurer
HUD Fund	101000934	2	Clerk and Treasurer
General Fund-Bond Issue	104557859	2	Clerk and Treasurer
CDA Block Grant Escrow	101000950	2	Director and Commissioner
Low Rent Checking	101000829	2	Director and Commissioner
Donahue Terrace Checking	101000683	2	Director and Commissioner
Façade Project Fund	101006473	2	Director and Commissioner
CS Security Deposit Money Market	104523946	2	Director and Commissioner
DT Security Deposit Money Market	104523385	2	Director and Commissioner
DTA Premier Money Market	104547551	2	Director and Commissioner
CDA Disbursement	101153805	2	Director and Commissioner

BE IT FURTHER RESOLVED that the persons and the number thereof designated by title below be authorized for and on behalf of this municipality to sign drafts and order checks as provided in Section 66.0607 of the Wisconsin Statutes for payment or withdrawal of money from the following accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund Account	101000306	2	Mayor, Clerk and Treasurer
Utilities Account NOW	101000292	2	Mayor, Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Bank.

Resolution No. 20-02

THAT the Wells-Fargo Bank qualifies as a public depository under Chapter 34 of the Wisconsin Statutes, is hereby designated as a depository in which funds of this municipality may, from time to time, be deposited; that the following described accounts have been opened and maintained in the name of this municipality with the Bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund	908-640	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Bank.

Resolution No. 20-03

THAT the Community First Bank qualifies as a public depository under Chapter 34 of the Wisconsin Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited; that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund Money Market	86190136	2	Clerk and Treasurer
CDBG Money Market	86142136	2	Director and Commissioner

ED Revolving	86186300	2	Director and Commissioner
LRPH Money Market	86147236	2	Director and Commissioner

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Bank.

Resolution No. 20-04

THAT the Summit Credit Union qualifies as a public depository under Chapter 34 of the Wisconsin State Statutes and is hereby designated as a depository in which funds of the city of Baraboo may from time to time be deposited, that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
Fire Benefit Fund	126696102	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Summit Credit Union.

Resolution No. 20-05

THAT the Local Government Investment Pool qualifies as a public depository under Chapter 34 of the Wisconsin Statutes, is hereby designated as a depository in which funds of this municipality may, from time to time, be deposited; that the following described account be opened and maintained in the name of this municipality with the Local Government Investment Pool; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
Local Government Investment Pool Depositor	856206	1	Treasurer
Local Government Investment Pool Depositor	875004	1	CDA Director

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written transfer order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the clerk and Treasurer, the facsimile signature

adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Pool.

Resolution No. 20-06

THAT the Citizens Community Federal Bank qualifies as a public depository under Chapter 34 of the Wisconsin Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited; that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund Money Market	20032292	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Bank.

Resolution No. 20-07

THAT the Bank of Prairie du Sac qualifies as a public depository under Chapter 34 of the Wisconsin Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited; that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund	471582	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Bank.

Resolution No. 20-08

THAT the Bank of Wisconsin Dells qualifies as a public depository under Chapter 34 of the Wisconsin Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited; that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund Money Market	163563	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Bank.

Resolution No. 20-09

THAT the First Business Bank - Madison qualify as public depositories under Chapter 34 of the Wisconsin Statutes and are hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited; that the following described accounts have been opened and maintained in the name of this municipality with these banks; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund Money Market	7481010	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Bank.

Resolution No. 20-10

THAT the US Treasury qualifies as a public depository under Chapter 34 of the Wisconsin Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited; that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment

or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund	City 57206	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Treasury.

Resolution No. 20-11

THAT the Prevail Bank qualifies as a public depository under Chapter 34 of the Wisconsin State Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited, that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund	10080968	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the River Cities Bank.

Resolution No. 20-12

THAT the Investors Community Bank qualifies as a public depository under Chapter 34 of the Wisconsin State Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited, that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund	5031443	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written

order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Investors Community Bank.

Resolution No. 20-13

THAT the Clare Bank qualifies as a public depository under Chapter 34 of the Wisconsin State Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited, that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General	525450	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Clare Bank.

Resolution No. 20-14

THAT the Westby Cooperative Credit Union qualifies as a public depository under Chapter 34 of the Wisconsin State Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited, that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund	54962-07	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Wesby Co-operative Credit Union.

Resolution No. 20-15

THAT the US Bank National Associates qualifies as a public depository under Chapter 34 of the Wisconsin State Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited, that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
FICA Account		2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Incredible Bank.

Resolution No. 20-16

THAT the Charles Schwab and Company, qualifies as a public depository under Chapter 34 of the Wisconsin State Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited, that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
Schwab One Brokerage account	3694-7092	1	Clerk, Treasurer or Dana Investment Advisors

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Incredible Bank.

Resolution No. 20-17

THAT the BMO Harris Bank qualifies as a public depository under Chapter 34 of the Wisconsin State Statutes and is hereby designated as a depository in which funds of the City of Baraboo may from time to time be deposited, that the following described accounts have been opened and maintained in the name of this municipality with the bank; that the persons and the number thereof designated by title below be

authorized for and on behalf of the municipality to sign drafts or order checks as provided by Section 66.0607 of the Wisconsin Statutes, for payment or withdrawal of money from said accounts:

<u>Name or Type of Account</u>	<u>Account #</u>	<u># of Required Signatures</u>	<u>Authorized Persons</u>
General Fund	2061232	2	Clerk and Treasurer

BE IT FURTHER RESOLVED that withdrawals from savings or time deposits shall be by written order pursuant to 66.0607(3) of the Wisconsin Statutes and each transfer order shall be signed by the Clerk and Treasurer, provided, however, in lieu of personal signatures of the Clerk and Treasurer, the facsimile signature adopted by the person and approved by this Council may be affixed to the transfer order; that pursuant to 66.0607(3m) the use of money transfer techniques, including electronic funds transfers and automatic clearinghouse methods, may be used and that the Treasurer shall keep a record of date, payee and amount of such transactions.

BE IT FURTHER RESOLVED that a certified copy of this resolution shall be delivered to the Bank.

Resolution No. 20-18

THAT the following facsimile signatures of the Mayor, Clerk, and Treasurer are hereby approved.

Resolution No. 20-19

THAT the Baraboo News Republic be declared the official City newspaper.

Motion by Ellington, seconded by Wedekind and carried to approve the Consent agenda.

ELECTION BY COMMOM COUNCIL

a) Council President

Joel Petty Alderperson Joel Petty 4/20/2021

Motion by Kolb, seconded by Ellington to nominate Joel Petty for Council President. Motion by Sloan, seconded by Kolb to close nominations.

Ald. Petty was declared the President of the Council.

b) Plan Commission

Phil Wedekind	Mayor or Designee	<u>Michael Palm</u>	4/20/2021
Thomas Kolb	Aldersperson	<u>Thomas Kolb</u>	4/20/2021
Dennis Thurow	Aldersperson	<u>Phil Wedekind</u>	4/20/2021

Motion by Kolb, seconded by Ellington to approve the appointments to Plan Commission.

MAYORAL APPOINTMENT

The Mayor announce appointments to the Standing Committees of Council, the Board of Review, and the UW Campus Commission serving until 4/20/2021.

a. Standing Committees: The first person listed is the Chairperson of the Committee.

<u>Finance/Personnel</u>	<u>Joel Petty</u>	<u>Jason Kent</u>	<u>Scott Sloan</u>
<u>Public Works</u>	<u>Phil Wedekind</u>	<u>Thomas Kolb</u>	<u>Michael Plautz</u>
<u>Administrative</u>	<u>John Ellington</u>	<u>Heather Kierzek</u>	<u>Kathleen Thurow</u>

Motion by Wedekind, seconded by Ellington to approve members of the Standing Committees

Incumbent Position Newly Appointed New Term Ends

b. Board of Review

Phil Wedekind	Aldersperson	<u>Phil Wedekind</u>	4/20/2021
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Thomas Kolb	Aldersperson	<u>Thomas Kolb</u>	4/20/2021
Dennis Thurow	Aldersperson	<u>Jason Kent</u>	4/20/2021

The other six members are appointed as alternates.

c. UW Campus Commission

Phil Wedekind	Aldersperson	<u>Phil Wedekind</u>	4/20/2021
Thomas Kolb	Aldersperson	<u>Thomas Kolb</u>	4/20/2021

Motion by Petty, seconded by Kolb to approve, as a slate, the members of the Board of Review and the UW Campus Commission.

APPOINTED BY THE MAYOR AND CONFIRMED BY THE COUNCIL.

Motion by Wedekind, seconded by Sloan to approve the slate of appointments as requested by the Mayor:

<u>Incumbent</u>	<u>Position</u>	<u>Newly Appointed</u>	<u>New Term Ends</u>
<u>Administrative Review Appeals</u>			
Thomas Kolb	Council	<u>Thomas Kolb</u>	4/20/2021
<u>BDAS Commission</u>			
Phil Wedekind	Aldersperson	<u>Phil Wedekind</u>	4/20/2021
Heather Kierzek	Aldersperson	<u>Heather Kierzek</u>	4/20/2021
	Voting Member	<u>Joel Petty</u>	4/20/2021
<u>BEDC</u>			
Vacant	Aldersperson	<u>Jason Kent</u>	4/20/2021
Michael Palm	Mayor	<u>Michael Palm</u>	4/20/2021
<u>Business Improvement District</u>			
Thomas Kolb	Aldersperson	<u>Scott Sloan</u>	4/20/2021
Bekah Stelling	Business Owner	<u>Bekah Stelling</u>	4/30/2023
Shelia Byberg	Business Owner	<u>Brenden McDaniel</u>	4/30/2023
<u>Community Development Authority</u>			
Joel Petty	Aldersperson	<u>Joel Petty</u>	4/20/2021
Heather Kierzek	Aldersperson	<u>Heather Kierzek</u>	4/20/2021
<u>Emergency Management Commission</u>			
Kevin Stieve	Fire Dept./Emer. Man. Dir.	<u>Kevin Stieve</u>	4/20/2021
Wade Peterson	Utility Superintendent/citizen	<u>Wade Peterson</u>	4/20/2021
Vacant	Ambulance Service/citizen	<u>BDAS Director</u>	4/20/2021
Mark Schauf	Police Chief	<u>Mark Schauf</u>	4/20/2021
David Kitkowski	Hospital/citizen	<u>David Kitkowski</u>	4/20/2021
Tom Pinion	Engineer	<u>Tom Pinion</u>	4/20/2021
Michael Palm	Mayor	<u>Michael Palm</u>	4/20/2021
<u>Ethics Board</u>			
Dallas Johnson	Citizen	<u>Dallas Johnson</u>	4/30/2023
<u>Park and Recreation Commission</u>			
Michael Plautz	Aldersperson	<u>Michael Plautz</u>	4/20/2021
<u>Plan Commission</u>			
Patrick Liston	Citizen	<u>Ed Geick</u>	4/18/2023

Weed Commissioner

John Statz	Regular	<u>John Statz</u>	4/20/2021
Vacant	Deputy	<u>Vacant</u>	4/20/2021

Zoning Board of Appeals

Patrick Liston	Citizen	<u>Patrick Liston</u>	4/18/2023
Robert Madalon	Citizen	<u>Robert Madalon</u>	4/18/2023

COMMITTEE OF THE WHOLE.

Moved by Kolb, seconded by Ellington, to enter Committee of the Whole to discuss authorizing the Mayor to provide \$10,000 to the Baraboo Chamber of Commerce from the City's Economic Development Fund to be used by the Chamber to assist small businesses located in the City who are experiencing financial hardship due to COVID-19.

Mayor Palm explained that Sauk County has granted some funds to each of the Chamber of Commerce to be utilized in a grant format to help local businesses in each of those chamber areas. The Chamber has contacted us and asked if we would participate. The County has given \$20,000 to each of the Chamber of Commerces. There are some funds available in the Mayor's Economic Development fund that could be utilized for this extraordinary circumstance. Mayor Palm is requesting approval to utilize \$10,000 of the Mayor's Economic Development fund for this purpose.

Ald. Sloan questioned if the Chamber has informed us on how they intend to use the money? The Mayor noted that there is an application process that businesses have to make to the Chamber; his only requirement was that any City money given out are to businesses that are in the City of Baraboo and the Chamber has agreed to this.

Adm. Downing states that these funds are only available to businesses with less than five employees.

Moved by Ellington, seconded by Sloan, to suspend standing Council Rule §2.04(15) of the City Code, as allowed by §2.04(20) of the City Code, to allow the following item to be acted on in Committee of the Whole.

Resolution No. 20-20

NBR-1...Request to approve authorizing the Mayor to provide \$10,000 to the Baraboo Chamber of Commerce from the City's Economic Development Fund to be used by the Chamber to assist small businesses located in the City who are experiencing financial hardship due to COVID-19.

Moved by Kolb, seconded by Kierzek and carried unanimously to approve **Resolution No. 20-20.**

Moved by Kolb, seconded by Wedekind, to rise and report from Committee of the Whole and return to regular session.

ADMINISTRATOR AND COUNCIL COMMENTS**ADJOURNMENT**

Moved by Sloan, seconded by Ellington, and carried on voice vote, that the meeting adjourn at 7:27pm.

Brenda M. Zeman, City Clerk



CITY OF BARABOO COMMON COUNCIL REPORT

April 28, 2020

EMERGENCY MANAGEMENT

Emergency Management Workgroup

The Emergency Management Workgroup continues to meet daily to address any issues from the prior day, follow up with ongoing issues and plan for future issues. The meetings continue to be virtual meetings using Microsoft Teams and has worked well.

A few of the main topics of discussion have been the Badger Bounce Back Plan. The County is developing a team and a plan for opening the County back up. Measures have taken place locally with the Chamber of Commerce and their small business grant program and the potential for an economic loan program through the City of Baraboo.

Employee health continues to be monitored so we maintain continuity of operations for the City.

The future of special events in the City have been addressed with all special events scheduled for May being canceled. Most organizers have done this on their own, but City Staff have personally contacted all special events organizers with a permit and relayed the information.

The future of events beyond May are still up in the air, based on future orders from the Governor's Office, political battles, State or County Public Health Departments. Some of those events include July 4th Fireworks, Sauk County Fair and Big Top Parade.

Summer City Recreation Programs, including the outdoor pool will be effected as well. Emergency Management Staff is scheduled to discuss outdoor swimming pool operations at the May 4 Special Meeting of the Parks and Recreation Commission.

Coordination with Community Partners

The Emergency Management Workgroup continues to connect weekly with the President of St. Clare Hospital to exchange information.

Communications with Baraboo School District, and other public and private groups continues.

Sauk County Emergency Management and Public Health

A liaison remains with Sauk County Emergency Management and Sauk County Public Health for continuous situational updates.

Please feel free to e-mail or call with questions.

Kevin G. Stieve, Fire Chief/Emergency management Director

608-355-2710

kstieve@cityofbaraboo.com

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RESOLUTION NO. 2020 -

Dated: April 28, 2020

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

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RESOLUTION NO. 2020-

Dated: April 28, 2020

The City of Baraboo, Wisconsin

Background:

City Ordinance 3.05, Changes in Budget states, "The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper."

Therefore, the City is required to notify the citizenry through publication in the City's official newspaper about the supplemental budget amendments. The State Statute requires publication to happen within ten (10) days upon Council approval of said amendments.

The City's publication process is to identify budget amendments in the fiscal commentary section of resolutions when spending authorizations are granted. Therefore, the City Council could approve budget transfers as often as every meeting. The City satisfies the legal requirement of publication, by publishing budget amendments after the Finance Committee and Common Council approves the listing.

Fiscal Note: (check one) [] Not Required [X] Budgeted Expenditure [X] Not Budgeted

Comments: Budget amendments, that are budgetary transfers, are budgeted expenditures. Budget amendments, that are supplemental, are not budgeted. The 2020 City Budget provides for publishing amendments.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the following budget amendments are authorized:

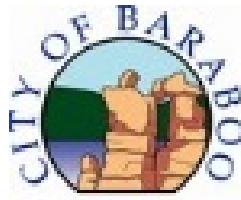
- 1st Quarter, 2020 City-Wide Supplemental Budget Amendments for \$842,340
- 1st Quarter, 2020 City-Wide Budgetary Transfers \$20,683

See attached memorandum and amendment schedules.


Offered by: Finance/Personnel Committee **Approved by:** _____
Mayor

Motion: _____

Second: _____ **Certified by:** _____
City Clerk



Finance Department Memorandum

To: Kennie Downing
From: Cynthia Haggard, Director of Finance, 
Date: April 28, 2020
Re: Budget Amendments

Background:

City Ordinance 3.05, Changes in Budget states, “The amount of the tax to be levied or certified, the amounts of the various appropriations, and the purpose thereof shall not be changed after approval of the budget except by a 2/3 vote of the entire membership of the Council pursuant to §65.90(5), Wis. Stats. Notice of such transfer shall be given by publication within 10 days thereafter in the official City newspaper.”

Current:

Budget amendments are typically presented to the Finance/personnel Committee which are then forwarded to the Common Council for approval the same night. This process is a quarterly process.

Recommendation:

The Finance Director will continue to closely work with Department Heads and communicate budget amendments to the City’s Finance/Personnel Committee and Common Council on a quarterly basis. The practice for the Library, Business Improvement District, Community Development, Baraboo-Dells Airport, Parks and Recreation, and UW-Baraboo/Sauk County is that their respective budget amendments will need to be presented to their Boards and/or Commissions before the amendments are presented to the City Council as part of the overall city-wide budget amendment process.

In order to make changes to the budget, a Notice and Resolution to Amend Budget must be adopted. The resolution must summarize the appropriation changes for each spending classification and identify from where the sources of funds are coming.

Two categories of budget amendments are identified:

1. Budgetary Transfers
2. Supplemental Budgets

Budgetary Transfers

The budgetary transfer will have a source of funds of either 1) Reduction in Other Appropriation within Same Fund, or 2) Transfer from Other Fund.

Reduction in Other Appropriation within Same Fund - Essentially transferring budgeted and appropriated monies between spending category within same fund. 36 of 94

Transfer from Other Fund - A transfer consists of moving budgeted and appropriated monies from one or more spending categories in one fund to one or more spending categories in another fund.

Supplemental Budgets

A supplemental budget shall be adopted to account for revenues in excess of the budget and to authorize expenditures of additional funds. Whenever the City receives unanticipated revenues, or revenues not assured at the time of the adoption of the budget, a supplemental budget and appropriation shall be enacted to authorize the expenditure of these unanticipated funds. The supplemental budget will have a source of funds of either 1) Fund Balance Applied, or 2) New Revenue.

Fund Balance Applied – In this case, the City is utilizing available fund balance to cover actual net expenses exceeding revenues. This situation is caused by expenses coming in higher than budget, or revenues coming in lower than budget.

New Revenue – In this case, the City has received funds that were not planned and wishes to apply those funds to expenses in the current year - not in the original budget.

Attached:

- 1st Quarter, 2020 City-Wide Supplemental Budget Amendments for \$842,340
- 1st Quarter, 2020 City-Wide Budgetary Transfers \$20,683

1st Quarter Budget Amendments

Common Council approved the following 2020 Budget Amendments at their April 28, 2020 meeting:

37 of 94

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Airport	632-35-43220-000	Federal Transportation Grant	-	150,000	150,000
Airport	632-35-43531-000	Local Transportation Aid	-	8,333	8,333
Airport	632-35-49300-000	Fund Balance Applied	-	8,334	8,334
				\$ 166,667	
Airport	632-35-53510-861-000	Facilities Improvements	-	166,667	166,667
<i>To create budget for Grant Project from PY</i>				\$ 166,667	
Fire	100-21-48400-000	Insurance Recoveries	3,500	5,190	8,690
				\$ 5,190	
Fire Protection	100-21-52200-240-000	Repair & Maint Service-Vehicle	9,000	5,190	14,190
<i>To create budget for insurance recovery</i>				\$ 5,190	
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	2,190	350	2,540
				\$ 350	
Police Department	100-20-52110-390-480	Oth Supp & Exp - Desgn Prop Rm	1,000	350	1,350
<i>To allocate funds for garage door work</i>				\$ 350	
Parks	100-52-43583-620	Forestry Grant	-	5,500	5,500
Parks	100-52-49287-000	Transfer from Park Segregated	-	5,500	5,500
General Government	100-10-49300-000	Fund Balance Applied	663,411	8,825	672,236
				\$ 19,825	
Zoo	100-52-55410-822-000	Building Improvements	5,175	19,825	25,000
<i>To Approp funds for 2019 projects moved to 2020</i>				\$ 19,825	
General Government	100-10-49300-000	Fund Balance Applied	637,329	34,907	672,236
				\$ 34,907	
Records & Support	100-20-52130-814-000	Equipment Purchases	-	11,600	11,600
Fire Protection	100-21-52200-250-000	Repair & Maint Serv-Equipment	14,305	4,460	18,765
Fire Protection	100-21-52200-340-000	Operating Supplies	8,800	5,218	14,018
Machinery & Equipment	100-31-53240-361-000	Blades & Plow Materials	5,000	721	5,721
Snow & Ice	100-31-53350-350-000	Repair & Maint Materials	5,000	4,650	9,650
Snow & Ice	100-31-53350-361-000	Blades & Plow Materials	25,000	2,198	27,198
Civic Center	100-52-55130-822-000	Building Improvements	51,825	4,265	56,090
Parks	100-52-55200-260-000	Repair & Maint Serv-Buildings	15,400	1,795	17,195
<i>To Approp funds PO Encumbrances</i>				\$ 34,907	
General Government	430-10-49300-000	Fund Balance Applied	528,298	2,196	530,494
				\$ 2,196	
Parks	430-52-55200-821-000	Land or Land Improvements	768,158	2,196	770,354
<i>To Approp funds PO Encumbrances</i>				\$ 2,196	
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	1,540	1,000	2,540
				\$ 1,000	
Police Department	100-20-52110-390-480	Oth Supp & Exp - Desgn Prop Rm	350	1,000	1,350
<i>To Approp funds for roof repair to storage shed</i>				\$ 1,000	

1st Quarter Budget Amendments

Common Council approved the following 2020 Budget Amendments at their April 28, 2020 meeting:

38 of 94

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	1,350	1,190	2,540
Police	100-20-49310-400	Fund Balance Applied-Desig Don	-	1,310	1,310
Police	100-20-43525-614	Police Grant - BOTS Equipment	-	2,500	2,500
				<u>\$ 5,000</u>	
Police Department	100-20-52110-814-000	Equipment Purchases	43,000	2,500	45,500
Police Department	100-20-52110-814-400	Equip Purchase-Des Donation	-	1,310	1,310
Police Department	100-20-52110-814-480	Equip Purchase-Des Equip	-	1,190	1,190
<i>To appropriate grant for Solar Speed Board</i>				<u>\$ 5,000</u>	
Parks	890-52-49300-000	Fund Balance Applied	6,900	1,047	7,947
				<u>\$ 1,047</u>	
Parks	890-52-55200-260-000	Repair & Maint Serv-Buildings	-	1,047	1,047
<i>To appropriate FB emergency repair park/zoo ofc.</i>				<u>\$ 1,047</u>	
Parks	430-52-49300-000	Fund Balance Applied	-	196,777	196,777
Parks	430-52-43691-620	DNR Grant	63,683	122,500	186,183
Parks	430-52-48500-000	Donations and Contributions	107,798	50,000	157,798
				<u>\$ 369,277</u>	
Parks	430-52-55200-821-000	Land or Land Improvements	401,077	369,277	770,354
<i>To Approp prior year budget for Riverwalk bridge</i>				<u>\$ 369,277</u>	
Parks	430-52-43691-620	DNR Grant	122,500	63,683	186,183
Parks	430-52-48500-000	Donations and Contributions	66,250	91,548	157,798
Parks	430-52-49210-000	Transfer from General Fund	-	5,400	5,400
General Government	430-10-49120-100	Proceeds from Notes - LOC	-	57,000	57,000
				<u>\$ 217,631</u>	
Parks	430-52-55200-821-000	Land or Land Improvements	552,723	217,631	770,354
<i>To Approp prior year budget for Kayak launch</i>				<u>\$ 217,631</u>	
Parks	490-52-49300-400	Fund Balance Applied	-	3,000	3,000
				<u>\$ 3,000</u>	
Parks	490-52-55200-814-000	Equipment Purchases	-	3,000	3,000
<i>To appropriate FD for root grapple attachment</i>				<u>\$ 3,000</u>	
Parks	430-52-48500-000	Donations and Contributions	141,548	16,250	157,798
				<u>\$ 16,250</u>	
Parks	430-52-55200-821-000	Land or Land Improvements	754,104	16,250	770,354
<i>To Approp Kiwanis donation to Riverwalk Bridge</i>				<u>\$ 16,250</u>	
Net impact on all city-wide funds' budgets				<u>\$ 842,340</u>	
Net impact on City's General Fund Only				<u>\$ 671,626</u>	

Published by the authority of the City of Baraboo.

Cynthia Haggard, Finance Director

City of Baraboo
1st Quarter Budget Amendments
Supplemental Budget

39 of 94

Airport Capital Imprvmnt Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: New Revenue					
Airport	632-35-43220-000	Federal Transportation Grant	-	(150,000)	(150,000)
Airport	632-35-43531-000	Local Transportation Aid	-	(8,333)	(8,333)
Source of Funds: Restricted Fund Balance Applied					
Airport	632-35-49300-000	Fund Balance Applied	-	(8,334)	(8,334)
				<u>\$ (166,667)</u>	
Use of Funds					
Airport	632-35-53510-861-000	Facilities Improvements	-	166,667	166,667
				<u>\$ 166,667</u>	

To create budget for Grant Project from PY

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: New Revenue					
Fire	100-21-48400-000	Insurance Recoveries	(3,500)	(5,190)	(8,690)
				<u>\$ (5,190)</u>	
Use of Funds					
Fire Protection	100-21-52200-240-000	Repair & Maint Service-Vehicle	9,000	5,190	14,190
				<u>\$ 5,190</u>	

To create budget for insurance recovery

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Restricted Fund Balance Applied					
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	(2,190)	(350)	(2,540)
				<u>\$ (350)</u>	
Use of Funds					
Police Department	100-20-52110-390-480	Oth Supp & Exp - Desgn Prop Rm	1,000	350	1,350
				<u>\$ 350</u>	

To allocate funds for garage door work

General Fund

40 of 94

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: New Revenue					
Parks	100-52-43583-620	Forestry Grant	-	(5,500)	(5,500)
Parks	100-52-49287-000	Transfer from Park Segregated	-	(5,500)	(5,500)
Source of Funds: Fund Balance Applied					
General Government	100-10-49300-000	Fund Balance Applied	(663,411)	(8,825)	(672,236)
				<u>\$ (19,825)</u>	
Use of Funds					
Zoo	100-52-55410-822-000	Building Improvements	5,175	19,825	25,000
				<u>\$ 19,825</u>	

*To Approp funds for 2019 projects moved to 2020***General Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Fund Balance Applied					
General Government	100-10-49300-000	Fund Balance Applied	(637,329)	(34,907)	(672,236)
				<u>\$ (34,907)</u>	
Use of Funds					
Records & Support	100-20-52130-814-000	Equipment Purchases	-	11,600	11,600
Fire Protection	100-21-52200-250-000	Repair & Maint Serv-Equipment	14,305	4,460	18,765
Fire Protection	100-21-52200-340-000	Operating Supplies	8,800	5,218	14,018
Machinery & Equipment	100-31-53240-361-000	Blades & Plow Materials	5,000	721	5,721
Snow & Ice	100-31-53350-350-000	Repair & Maint Materials	5,000	4,650	9,650
Snow & Ice	100-31-53350-361-000	Blades & Plow Materials	25,000	2,198	27,198
Civic Center	100-52-55130-822-000	Building Improvements	51,825	4,265	56,090
Parks	100-52-55200-260-000	Repair & Maint Serv-Buildings	15,400	1,795	17,195
				<u>\$ 34,907</u>	

*To Approp funds PO Encumbrances***Capital Projects**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Fund Balance Applied					
General Government	430-10-49300-000	Fund Balance Applied	(528,298)	(2,196)	(530,494)
				<u>\$ (2,196)</u>	
Use of Funds					
Parks	430-52-55200-821-000	Land or Land Improvements	768,158	2,196	770,354
				<u>\$ 2,196</u>	

To Approp funds PO Encumbrances

General Fund

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Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Restricted Fund Balance Applied					
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	(1,540)	(1,000)	(2,540)
				<u>\$ (1,000)</u>	

Use of Funds					
Police Department	100-20-52110-390-480	Oth Supp & Exp - Desgn Prop Rm	350	1,000	1,350
				<u>\$ 1,000</u>	

To Approp funds for roof repair to storage shed

General Fund

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Restricted Fund Balance Applied					
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	(1,350)	(1,190)	(2,540)
Police	100-20-49310-400	Fund Balance Applied-Desig Don	-	(1,310)	(1,310)

Source of Funds: Fund Balance Applied					
Police	100-20-43525-614	Police Grant - BOTS Equipment	-	(2,500)	(2,500)
				<u>\$ (5,000)</u>	

Use of Funds					
Police Department	100-20-52110-814-000	Equipment Purchases	43,000	2,500	45,500
Police Department	100-20-52110-814-400	Equip Purchase-Des Donation	-	1,310	1,310
Police Department	100-20-52110-814-480	Equip Purchase-Des Equip	-	1,190	1,190
				<u>\$ 5,000</u>	

To appropriate grant for Solar Speed Board

Ochsner Park House

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds: Restricted Fund Balance Applied					
Parks	890-52-49300-000	Fund Balance Applied	(6,900)	(1,047)	(7,947)
				<u>\$ (1,047)</u>	

Use of Funds					
Parks	890-52-55200-260-000	Repair & Maint Serv-Buildings	-	1,047	1,047
				<u>\$ 1,047</u>	

To appropraite FB emergency repair park/zoo ofc.

Capital Projects

42 of 94

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:	Fund Balance Applied				
Parks	430-52-49300-000	Fund Balance Applied	-	(196,777)	(196,777)
Source of Funds:	New Revenue				
Parks	430-52-43691-620	DNR Grant	(63,683)	(122,500)	(186,183)
Parks	430-52-48500-000	Donations and Contributions	(107,798)	(50,000)	(157,798)
				<u>\$ (369,277)</u>	
Use of Funds					
Parks	430-52-55200-821-000	Land or Land Improvements	401,077	369,277	770,354
				<u>\$ 369,277</u>	

*To Approp prior year budget for Riverwalk bridge***Capital Projects**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Parks	430-52-43691-620	DNR Grant	(122,500)	(63,683)	(186,183)
Parks	430-52-48500-000	Donations and Contributions	(66,250)	(91,548)	(157,798)
Parks	430-52-49210-000	Transfer from General Fund	-	(5,400)	(5,400)
General Government	430-10-49120-100	Proceeds from Notes - LOC	-	(57,000)	(57,000)
				<u>\$ (217,631)</u>	
Use of Funds					
Parks	430-52-55200-821-000	Land or Land Improvements	552,723	217,631	770,354
				<u>\$ 217,631</u>	

*To Approp prior year budget for Kayak launch***Capital Equipment Fund**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		Restricted Fund Balance Applied			
Parks	490-52-49300-400	Fund Balance Applied	-	(3,000)	(3,000)
				<u>\$ (3,000)</u>	
Use of Funds					
Parks	490-52-55200-814-000	Equipment Purchases	-	3,000	3,000
				<u>\$ 3,000</u>	

*To appropriate FD for root grapple attachment***Capital Projects**

Department	Account Number	Account Name	Original Budget	Change	Amended Budget
Source of Funds:		New Revenue			
Parks	430-52-48500-000	Donations and Contributions	(141,548)	(16,250)	(157,798)
				<u>\$ (16,250)</u>	
Use of Funds					
Parks	430-52-55200-821-000	Land or Land Improvements	754,104	16,250	770,354
				<u>\$ 16,250</u>	

To Approp Kiwanis donation to Riverwalk Bridge

CITY OF BARABOO

1st Quarter Budgetary Transfers
Period: 1/31/2020 (01/20)Page: 1
Apr 20, 2020 04:56PM

Report Criteria:

Budget Level.Level = 4

Date	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
12/17/2019	BA 20-02 Air To Tfr budget runway extension for new tenant	630-35-53510-283-000	Runway & Taxi Repairs		3,595.00-
12/17/2019	BA 20-02 Air To Tfr budget runway extension for new tenant	630-35-53510-821-000	Land or Land Improvements	3,595.00	
02/06/2020	BA 20-03 PRKS To tfr budget for NEOGOV Texting Employme	100-52-55200-340-000	Operating Supplies		138.00-
02/06/2020	BA 20-03 PRKS To tfr budget for NEOGOV Texting Employme	100-52-55200-215-000	Professional Services	138.00	
04/08/2020	BA 20-01 WA Trf funds to cover budget overages	970-37-63300-250-000	Repair & Maint Serv-Equipment	2,000.00	
04/08/2020	BA 20-01 WA Trf funds to cover budget overages	970-37-67500-238-000	Repair & Maint Serv-Laterals		2,000.00-
04/08/2020	BA 20-01 WA Trf funds to cover budget overages	970-37-67600-350-000	Repair & Maint Materials	8,000.00	
04/08/2020	BA 20-01 WA Trf funds to cover budget overages	970-37-95000-814-000	Equipment Purchase		8,000.00-
04/08/2020	BA 20-02 SE Trf funds to cover budget overages	960-36-85100-330-000	Travel		550.00-
04/08/2020	BA 20-02 SE Trf funds to cover budget overages	960-36-85100-392-000	Small Equipment Purchase	1,550.00	
04/08/2020	BA 20-02 SE Trf funds to cover budget overages	960-36-85600-390-000	Other Supplies & Expense		1,000.00-
03/25/2020	BA 20-20 PK-Approp Mayor ED funds for Kayak launch	100-15-56710-290-400	Other Contracted Services-Desi		5,400.00-
03/25/2020	BA 20-20 PK-Approp Mayor ED funds for Kayak launch	100-10-59243-900-000	Cost Reallocation	5,400.00	
Grand Totals:				20,683.00	20,683.00-

NBR - 1

RESOLUTION NO. 2020 -

Dated: April 28, 2020

The City of Baraboo, Wisconsin

Background.

The City's current Employee Personnel Policy & Procedure Handbook ("Handbook") was approved by the Common Council on March 13, 2018 and has been updated from time-to-time since then as needed and with the approval of the Council. The Handbook is intended to be a living document that can be easily updated and modified to stay current with law and practice.

It is requested that amendments be made to Section 3.14 of the Handbook, addressing vacation time, to be more flexible with the current "use it or lose it" policy. The amendment will allow employees more time to use their accrued vacation time, contingent upon receiving preapproval from the City Administrator, when circumstances beyond the employee's control prevented the employee from using their time. An example of when the City Administrator may grant approval is during the current situation with COVID-19 – under the current policy, some employees may not be able to take their accrued vacation during the emergency and will end up losing their earned time.

Note: (✓one) [x] **Not Required** [] **Budgeted Expenditure** [] **Not Budgeted**
Comments:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That, effective upon passage of this Resolution by the Common Council, the City's Employee Personnel Policy and Procedure Handbook ("Handbook") is amended as follows:

- Amending Section 3.14, Vacation, to allow employees additional flexibility in when they use their accrued vacation time, contingent upon receiving preapproval by the City Administrator.

Offered by: Finance/Personnel Committee
Motion:
Second:

Approved: _____

Attest: _____

3.14 Vacation

A. **Policy.** Full-time employees are entitled to paid vacation pursuant to this policy.

B. **Procedure.**

1. Full-time employees will receive an annual paid vacation amount based on the following schedule:

One Year of Service	7 days (56 hours)
Two Years of Service	14 days (112 hours)
Five Years of Service	21 days (168 hours)
Twenty Years of Service	24 days (192 hours)
Twenty-five Years of Service	25 days (200 hours)

2. Employees receiving a higher level of vacation benefit as of the date ~~this~~ of any revision to this revised policy was adopted will not have their vacation level reduced.
3. Vacation will be earned on a monthly basis prorated for the total annual allocation shown above. This twelve-month (annual) period will commence with the employee's employment start date and usage will be calculated therefrom.
4. At the employee's anniversary, one year's vacation hours may be carried over to the next year. Hours in excess of one year's vacation will be lost. An exception to this rule however, is that up to 40 hours of excess, unused vacation may will automatically be carried over for thirty days; any extension beyond thirty days requires preapproval of the City Administrator, and must be due to an unforeseen circumstance such as a City-wide emergency or urgent need of the employee's Department. If ~~that the~~ excess time is not used within the thirty days, or any approved length of time preapproved by the City Administrator, it shall be lost.
 - a. Example: An employee has worked for the City for two years. The employee earns 112 hours vacation per year. If no vacation is claimed, at the end of the year 112 hours will be accrued. At the end of the second year, assuming no vacation is claimed, 224 hours will be accrued. On the employee's third-year anniversary date, 72 hours of vacation will be lost, and 152 hours will remain. At the end of thirty additional days, again assuming no vacation is claimed, 40 hours of vacation will be lost and only 112 hours will be allowed to be carried over.
5. Employees will take their vacations at such time or times as approved by their Department Head. Department Heads must notify the City Administrator of their own intention to take vacation.
6. Except as expressly allowed by the City Administrator, employees may not take vacation that has not been earned and on the books.
7. In order to attract the best qualified applicants for certain City positions, the City Administrator may offer an applicant for a Department Head position vacation benefits which differ than the above.
8. Employees who, for any reason, terminate leave employment with the City before the 15th of each month will forfeit their earned vacation accrual for the month in which they terminate.

NBR-2

RESOLUTION NO. 2020 -

Dated: April 28, 2020

The City of Baraboo, Wisconsin

Background: The Baraboo Common Council is requested to consider the creation of an Emergency Assistance Fund – Small Business Loan Program (“Program”), with funding of \$250,000, to assist Baraboo businesses who are experiencing a revenue shortfall subsequent to the March 18, 2020 City of Baraboo Emergency Declaration and Proclamation for COVID-19. The Program would offer a short-term loan not to exceed \$5,000 to “for-profit” Baraboo businesses with up to 25 full-time equivalent employees. The loaned funds will help the business pay for items such as, but not limited to: monthly lease or mortgage payment, insurance, utilities and payroll for employees, and other current operating expenses.

The loan term will begin on the date the approved business executes a Promissory Note and will require with full payment due on July 15, 2021. This loan is an interest free loan through December 15, 2020, and 2% per annum from December 16, 2020 through July 15, 2021. In order to qualify for the loan, businesses must meet certain eligibility requirements including, but not limited to:

- Be current with all City of Baraboo payments and not currently in bankruptcy or anticipating filing bankruptcy (some exceptions may apply)
- Have no more than 25 FTE employees
- Be located within the City of Baraboo
- Have suffered a financial loss or hardship due to COVID-19

Funding priority will be given to businesses that commit to retaining employees and/or jobs for the duration of the loan term, and applications will be reviewed on a first come-first served basis.

All loans will be backed by a Promissory Note for businesses in operation for more than one year as of March 18, 2020. A personal guarantee will also be required for businesses in operation for less than one year as of March 18, 2020. The City is not requiring a mortgage or personal property lien as part of this Program.

Applications will be reviewed by the City Administrator and the Executive Director of the Baraboo Community Development Authority, with verification from the Finance Department. If the loan is approved, the City Administrator and City Clerk will be authorized to execute the paperwork for the City, and the loan will be provided to the business on the same date, or shortly after, the business signs the required paperwork.

The City has dedicated \$150,000 from Fund 560, Economic Development Fund, and \$275,000 from Fund 986, ED Loan Fund, which until now had no specific purpose. As these two Funds may only be used for the purposes of economic development, offering loans to our small businesses is an appropriate use of this money. It is requested that the Program be funded with the entirety of the funds from Fund 560 and an additional \$100,000 from Fund 986, for a total of \$250,000.

Please see the attached draft of the Program Guidelines for further details on this proposed program.

Fiscal Note: (✓one [] Not Required [] Budgeted Expenditure [X] Not Budgeted

Comments: The City has \$150,000 from Fund 560 and \$275,000 from Fund 986, both of which may be used for the purpose proposed in this Resolution – it is requested that \$250,000 total from both Funds be used to fund this Program.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

WHEREAS, effective upon passage of this Resolution by the Common Council, the Common Council hereby creates the Emergency Assistance Fund – Small Business Loan Program (“Program”); and

WHEREAS, the Council authorizes the City Administrator and the Executive Director of the Baraboo Community Development Authority to review the received loan applications and, if both the City Administrator and Executive Director are in agreement that the business applying for the loan is eligible for the loan, to allow the City Administrator and City Clerk to execute the necessary paperwork to provide the loan; and

WHEREAS, upon the City’s receipt of the fully executed loan paperwork, the Council authorizes the City Treasurer to provide the agreed upon loan amount to the business, in an amount not to exceed \$5,000; and

WHEREAS, the City Administrator will provide the Common Council with a non-actionable summary on a monthly basis of all of the loans granted under this Program, including the total amount paid out to businesses and the total amount paid back to the City; and

WHEREAS, the funding for the Program will be \$250,000 total, with \$150,000 of the funds coming from Fund 560, Economic Development Fund, and \$100,000 from Fund 986, ED Loan Fund, both of which are Funds are to be used for purposes of Economic Development.

Offered by: Finance/Personnel Committee
Motion:
Second:

Approved: _____

Attest: _____



City of Baraboo

GUIDELINES OF THE EMERGENCY ASSISTANCE FUND - SMALL BUSINESS LOAN PROGRAM

1.0 INTRODUCTION. The City of Baraboo recognizes the financial impact the Novel COVID-19 pandemic has had on local businesses. Many of our local businesses have been forced to close or reduce their normal operations due to the Emergency Order issued by the State of Wisconsin. In order to assist these businesses, the City has created a new Emergency Assistance Fund – Small Business Loan Program. The Program was created to offer short-term loans to allow for profit businesses located in the City to continue to meet their financial obligations, retain their employees and to help stabilize the local economy. Loans will be awarded on a first-come, first-served basis to all eligible businesses. There are no application fees or costs.

2.0 PROGRAM REQUIREMENTS

2.1 Eligibility and Terms. Eligible businesses may be awarded up to \$5,000 in loan funds through the Emergency Fund application process.

i. Eligibility:

- a) The business is a for profit business located in City of Baraboo
- b) The applicant is authorized on behalf of the business to apply for the loan and execute the loan documents on behalf of the business
- c) The applicant has legal standing and authority to enter into the loan agreement
- d) The business has an EIN, or if sole proprietorship, the applicant provides a valid SSN
- e) The business is registered with IRS, WI DFI, WI DOR, and/or WI DWD, if and as applicable
- f) The business is not currently bankrupt, in bankruptcy proceedings or anticipating filing for bankruptcy in the near future.
- g) Neither the business nor the applicant is delinquent with any debts to the City of Baraboo.
- h) The business is not delinquent in their real or personal property taxes (signed payment plan with either the County or the City is permissible)
- i) The business has a maximum of twenty-five (25) full-time equivalent (FTE) employees as of March 18, 2020
- j) The business must have been in operation as of March 18, 2020
- k) The business must have submitted application(s) for Federal and/or State assistance, if they are deemed eligible and as applicable. Note: Businesses may still apply to this Program if they are eligible for a Federal or State assistance.
- l) The applicant may be required to demonstrate management capacity and ability to successfully operate a business.

ii. Terms:

- a) Maximum loan request: \$5,000
- b) From the date of the Loan through December 15, 2020, the loan will not accrue any interest.

- c) From the period of December 16, 2020 through July 15, 2021, an interest rate of 2% per annum will be charged against the outstanding balance.
- d) The loan will be due in full on July 15, 2021.

- 2.2 Program Service Area. Financing under this Program is available to eligible for profit businesses registered and located within the City of Baraboo corporate boundaries. The location of the business shall be the address for the place of business administration and registration. Funds will not be provided to businesses registered or located outside of City of Baraboo corporate boundaries.
- 2.3 Funding Source and Reimbursement. The funding for this program is currently set at \$250,000. The Program is funded through the City's Economic Development Funds for \$150,000 (Fund 560) and the City's ED Fund for \$100,000 (Fund 986).
- 2.4 Ineligible Applicants. Currently, there are no prohibitions against any type of for profit business operating with the City of Baraboo provided the business meets the eligibility criteria.

3.0 **USE OF FUNDS.**

- 3.1 Permissible Use of Funds. The funding available under this Program is designed to assist local businesses with such items as, but not limited to: monthly lease or mortgage payment, insurance, utilities and payroll for employees, and current operating expenses. The City reserves the right to audit any loan applicant and business to insure compliance with the uses of the funds.
- 3.2 Non-Permitted Use of Funds. Examples of ways the funds under this Program shall not be used include, but are not limited to:
 - a) Reimbursement of expenses the business incurred prior to approval of loan
 - b) To pay off non-business debt, such as personal credit cards used for purchases not associated with the business
 - c) To purchase goods or services not related to the business, such as buying a personal vehicle
 - d) To provide donations to political activities
 - e) To pay off business or personal taxes, liens, judgments and fines
 - f) To support other businesses in which the borrower may have an interest

- 4.0 **LOAN PRIORITY.** Funding priority will be given to businesses that commit to retaining employees or jobs for the duration of the loan term. "Job retention" is defined as total full-time equivalent positions retained at 40 hours per week, or any combination of part-time positions combining for 40 hours per week, including owners.

- 5.0 **COLLATERAL AND SECURITY REQUIREMENTS.** All loans must be secured through a Signature Promissory Note if in business more than one year as of March 18, 2020, and also require a personal guarantee of the applicant if in business for less than one year as of March 18, 2020. The City is not requiring a mortgage or personal property lien as part of this Program.

6.0 **PROGRAM OPERATIONS AND LOAN PROCESSING.**

- 6.1 Application Process and Review. Applications must be presented by business owners/agents or their authorized designee to the Executive Director of the Baraboo Community Development Authority. Applications will be review by and approved or denied by the City Administrator and the Executive Director of the Baraboo Community Development Authority. Upon approval by the City Administrator and the Executive Director, the applicant must execute a binding agreement wherein the business will

commit to repaying the loan pursuant to the terms described in these Guidelines. A report of the loan activity will be provided to the City Council on a monthly basis.

6.2 City Responsibilities. The City will:

- a) Originate Emergency Fund loans
- b) Market the Program
- c) Accept and process applications
- d) Review and underwrite application requests
- e) Ensure a timely loan closing and disbursement of funds
- f) Maintain loan files and fiscal records
- g) Ensure compliance with program guidelines
- h) Provide City Council program updates

6.3 Equal Opportunity Compliance. The Program will be implemented in ways consistent with the City's commitment to State and Federal equal opportunity laws. No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with program funds on the basis of his or her religion, religious affiliation, age, race, color, ancestry, national origin, sex, marital status, familial status (number or ages of children), physical or mental disability, sexual orientation, or other arbitrary cause.

6.4 Loan Closing Process. Upon successful completion of application process, as long as funding remains available, City staff will prepare for the loan closing by preparing the loan closing documents. All agreements and documents will be prepared by the City Attorney.

6.5 Contact. For questions or comments about the Program, contact Kennie Downing, Baraboo City Administrator, at 608-355-2700 or kdowning@cityofbaraboo.com

Date Approved by Council: _____

NBR - 3

RESOLUTION NO. 2020-

Dated: April 28, 2020

The City of Baraboo, Wisconsin

Background: The City owns the property on the north side of 2nd Avenue east of the 2nd Avenue Bridge over the Baraboo River. Wisconsin Power & Light Company is requesting a 12-foot wide utility easement immediate north of the northerly right-of-way line of 2nd Avenue for a new gas main. The proposed easement document and location map are attached to this Resolution.

The Public Safety Committee reviewed this at their April 13, 2020 meeting and recommended it for approval.

Fiscal Note: (check one) [x] Not Required [] Budgeted Expenditure [] Not Budgeted Comments

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That a 12-foot wide permanent easement along the north right-of-way line of 2nd Avenue, from the Baraboo River east approx. 135 feet, for underground gas main is hereby granted by the City of Baraboo to Wisconsin Power and Light Company as described in the attached easement document.

Offered by: Public Safety Committee

Approved: _____

Motion:

Second:

Attest: _____

Document No.

**EASEMENT
NATURAL GAS**

The undersigned **City of Baraboo, Sauk County, Wisconsin, a municipal corporation, (hereinafter called the "Grantor")**, in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto **Wisconsin Power and Light Company, a Wisconsin corporation, (hereinafter called the "Grantee")**, the Grantee's successors and assigns, the perpetual right and easement to construct, install, maintain, operate, repair, inspect, replace, add, relocate and remove the Designated Facilities, as defined below, upon, in, over, through and across lands owned by the Grantor in the **City of Baraboo, County of Sauk, State of Wisconsin**, said "Easement Area" to be **twelve (12)** feet in width and described as follows:

See Exhibit "A" for a legal description of the Easement Area attached hereto and made a part hereof.

This easement is subject to the following conditions:

1. **Designated Facilities:** This easement is for underground natural gas line and underground communication line facilities, including but not limited to pipelines with valves, main and service laterals, and any other components as Grantee may select for use in the transmission and distribution of natural gas products or communication signals (collectively, the "Designated Facilities").
2. **Access:** The Grantee and its agents shall have the right of reasonable ingress and egress to, over and across the Grantor's land adjacent to the Easement Area.
3. **Buildings and Structures:** The Grantor agrees within the Easement Area not to construct or place buildings, structures, or other improvements, or place water, sewer or drainage facilities; all without the express written consent of the Grantee.
4. **Landscaping and Vegetation:** No plantings and landscaping are allowed within the Easement Area that will interfere with the easement rights herein granted. The Grantee has the right to trim or remove trees, bushes and brush within the Easement Area without replacement or compensation hereinafter. The Grantee may treat the stumps of any trees, bushes or brush to prevent re-growth and apply herbicides in accordance with applicable laws, rules and regulations, for tree and brush control.
5. **Elevation:** After the installation of the facilities and final grading of the Easement Area, the Grantor agrees not to alter the grade of the existing ground surface by more than six (6) inches or place rocks or boulders more than eight (8) inches in diameter, within the Easement Area, without the express written consent of the Grantee.
6. **Restoration and Damages:** The Grantee shall restore, cause to have restored or pay a reasonable sum for all damages to property, crops, fences, livestock, lawns, roads, fields and field tile (other than trees trimmed or cut down and removed), caused by the construction, maintenance or removal of said facilities.
7. **Rights not granted to the Grantee:** The Grantee shall not have the right to construct or place fences, buildings or any other facilities other than the above Designated Facilities.
8. **Reservation of use by the Grantor:** The right is hereby expressly reserved to the Grantor, the heirs, successors and assigns, of every use and enjoyment of said land within the Easement Area consistent with rights herein granted.
9. **Binding Effect:** This agreement is binding upon the heirs, successors and assigns of the parties hereto, and shall run with the lands described herein.

Record this document with the Register of Deeds

Name and Return Address:

Alliant Energy
Attn: Real Estate Department
4902 North Biltmore Lane
P.O. Box 77007
Madison, WI 53707-1007

Parcel Identification Number(s)

206-0232-00000

WITNESS the signature(s) of the Grantor this _____ day of _____, 20_____.

City of Baraboo, Sauk County, Wisconsin, a municipal corporation

_____(SEAL)
Signature

_____(SEAL)
Signature

Printed Name and Title

Printed Name and Title

_____(SEAL)
Signature

_____(SEAL)
Signature

Printed Name and Title

Printed Name and Title

ACKNOWLEDGEMENT

STATE OF WISCONSIN }
COUNTY OF SAUK } SS

Personally came before me this _____ day of _____, 20_____, the above named _____

_____ to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Signature of Notary

Printed Name of Notary

Notary Public, State of Wisconsin

My Commission Expires (is) _____

ACKNOWLEDGEMENT

STATE OF _____ }
COUNTY OF _____ } SS

Personally came before me this _____ day of _____, 20_____, the above named _____

_____ to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Signature of Notary

Printed Name of Notary

Notary Public, State of _____

My Commission Expires (is) _____

This instrument drafted by

Jordan R. Oosterhouse

Jerome C. Lund

Checked by

April 23, 2020

ECRM715181 Rev 2 05/18

Project Title: Baraboo River Crossing 2nd Ave

ERP Activity ID: 4101415

Tract No.: 2 of 2

REROW No.:

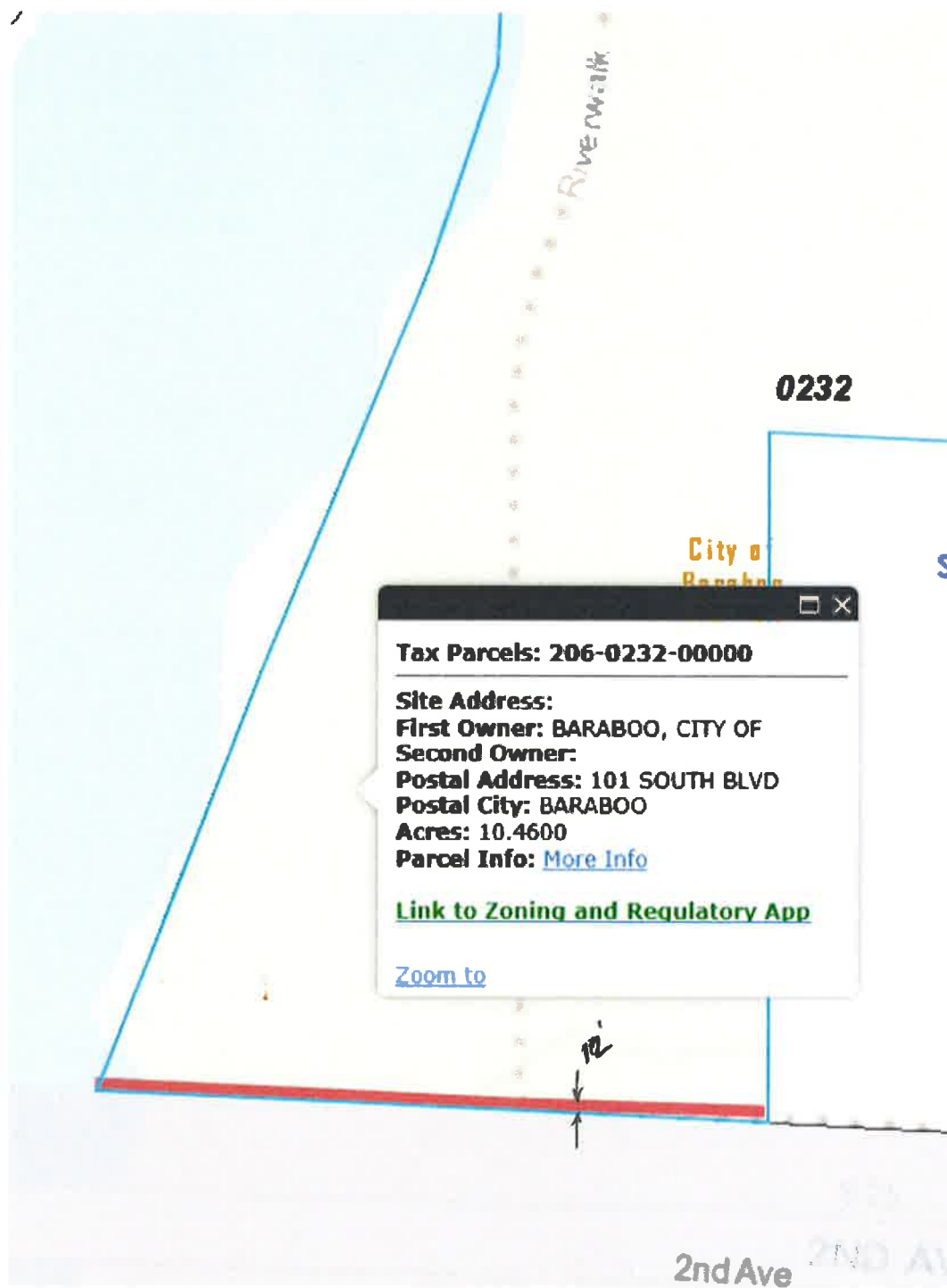
Exhibit A

An easement twelve (12) feet in width lying north of and immediately adjacent to the northerly right-of-way of 2nd Avenue, located within the following described tract of land:

A tract of land commencing at the Southwest corner of land owned by the heirs of J.A. McFetridge in the SOUTHWEST QUARTER of the SOUTHWEST QUARTER (SW 1/4 SW 1/4) of Section 35, Township 12 North, Range 6 East, thence running East to a point eight (8) rods West of Ridge Street in the city of Baraboo, thence South on a line parallel with said ridge Street to a point eight (8) rods North of Second Avenue on G. Rorison's land, thence West to the Northwest corner of said Rorison's land, thence South on West line of said Rorison's land to Second Avenue in City of Baraboo, thence West to center of Baraboo River, then up said river to place of beginning.

Grantor's above referenced tract and ownership referenced in Warranty Deed recorded on April 21, 1955, in Volume 256 of Deeds on Pages 538-546, as Document Number 305817, in the office of the Register of Deeds for Sauk County, Wisconsin.

Being located, in the Southwest Quarter (SW 1/4) of the Southwest Quarter (SW 1/4) of Section 35, Township 12 North, Range 6 East, City of Baraboo, Sauk County, Wisconsin.



Sauk County GIS Tax Parcel iSite

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Attridge Park

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Finance Department Memorandum

To: Kennie Downing, City Administrator
From: Cynthia Haggard, Finance Director, 
Date: April 28, 2020
Re: March 31, 2020 General Fund Financial Highlights

Includes General Fund, General Debt Service and Capital Projects

Revenues

At the end of the 1st quarter, revenues are generally expected to be 25% of the 2020 budget. However, due to the nature of our operations, revenues trend differently. If revenues are less than 25%, the report highlights them in yellow. In those instances, a comment is provided to offer assertions, rationalizations, concerns or passes due to insignificance.

Revenues are overall 49.84% of budget (**Favorable**)

Expenditures

At the end of the 1st quarter, expenditures are generally expected to be 25% of the 2020 budget. However, due to the nature of our operations, expenditures trend differently. If expenditures are greater than 25%, the report highlights them in yellow. In those instances, a comment is provided to offer assertions, rationalizations, concerns or passes due to insignificance.

Expenditures are overall 23.71% of budget (**Favorable**)

Summary

Net revenues over expenditures is \$5,341,263.73

City of Baraboo
1st Quarter Financial Report
March 31, 2020

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service							
	Function	12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>General Government</u>							
General Government	General Property Taxes	6,976,687	-	6,976,687	6,976,687	100.00	
General Government	Omitted Taxes	-	-	-	-	-	Pass
General Government	Mobile Home Fees	96,024	-	96,024	36,073	37.57	
General Government	Managed Forest Land Tax	139	-	139	-	-	We typically receive these funds in August. We have not received notification regarding any adjustments to the timeline or payments.
							We typically receive this payment in December. We have not received notification from the State regarding any adjustments to the timeline or payments.
General Government	Taxes from Utilities	324,500	-	324,500	-	-	
General Government	Tax from Other Tax Exempt Enti	64,350	-	64,350	25,174	39.12	
General Government	State Shared Taxes	1,735,844	-	1,735,844	-	-	State shared aid is typically received in two payments. One in July; the other in November. We have not received notification from the State regarding any adjustments to the timeline or payments.
							Personal Property Aid is typically received in May. We have not received notification from the State regarding any adjustments to the timeline or payments.
General Government	Personal Property Aid	57,802	-	57,802	-	-	
General Government	Exempt Computer Aid	48,371	-	48,371	-	-	Exempt Computer Aid is typically received in July. We have not received notification from the State regarding any adjustments to the timeline or payments.
General Government	Video Service Provider Aid	15,918	-	15,918	-	-	First year for this revenue
General Government	Medicaid portion of State Aid	-	-	-	-	-	Pass
General Government	Local Transportation Aid	716,976	-	716,976	179,001	24.97	Local Transportation Aid is received on a quarterly basis. Assuming all quarterly payments are level, there will be a deficit of roughly \$717 by year end.
General Government	Connecting Highway Aids	70,460	-	70,460	17,615	25.00	
General Government	Payment for Municipal Services	106,667	-	106,667	106,465	99.81	

City of Baraboo
1st Quarter Financial Report
March 31, 2020

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service							
	Function	12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
General Government	Other Local Govt Grants	7,000	-	7,000	-	-	CVMIC grants are available to the City. The \$5K grant is anticipated and typically paid in July/August. The \$2K grant takes a little more work to receive and is competitive. There is a chance we will not see the \$2K by year end.
General Government	Liquor & Malt Beverage License	22,200	-	22,200	175	0.79	The majority of revenue is received after 1st quarter. The current revenue is in line with prior year 1st quarter.
General Government	Operator License (Bartender)	13,150	-	13,150	880	6.69	We are seeing a decline in licenses with restaurants and bars being closed due to COVID pandemic. However, the Clerk anticipates a slight increase in July dependent upon establishments reopening.
General Government	Cigarette License	1,400	-	1,400	-	-	Revenues typically occur after April 1st. Reasonable
General Government	Cable Television License	143,282	-	143,282	-	-	Charter Communications TV franchise fee is received quarterly. The 1st quarter payment is not received until May. An annualization will be performed at that time to see if the COVID Pandemic will have an impact on this revenue.
General Government	Mobile Home Park License	1,580	-	1,580	-	-	Blackhawk Manor typically pays by March each year. They are behind at this point. The City Clerk will pursue.
General Government	Taxi License	90	-	90	80	88.89	
General Government	Weights & Measures License	5,410	-	5,410	300	5.55	The application fees and license fees are in this account. License fees are typically received in November each year. 6% is reasonable.
General Government	Electrical License	-	-	-	-	-	Pass
General Government	Miscellaneous License	3,060	-	3,060	563	18.38	Chicken, events, street use, right of way & second hand dealer licenses are in this account. This account is in line with prior year 1st Quarter. 18% is reasonable. The COVID pandemic may have an impact on licenses for special events and street use.

City of Baraboo
1st Quarter Financial Report
March 31, 2020

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service							
	Function	12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
							Court fines for January and February are in line with prior year. However, March has no activity and is lagging over prior year by roughly \$7K. COVID 19 pandemic has had an impact on this revenue and will continue until it's over.
General Government	Court Fines & Forfeitures	50,000	-	50,000	10,863	21.73	
General Government	Sale of Maps & Supplies	100	-	100	(0)	(0.23)	Pass
General Government	Publication Fee	950	-	950	35	3.68	Pass
General Government	Other General Government	1,350	-	1,350	481	35.61	
							This revenue is the Airport administration fee. We typically receive it in June.
General Government	Intergov Charges (Loc Gov)	2,000	-	2,000	-	-	
General Government	Contributions from Ambulance	43,700	-	43,700	21,854	50.01	
							A journal entry is typically entered at year end for this amount.
General Government	Interest from TIFs	180	-	180	-	-	
General Government	Other Dividend Interest Inc	4,000	-	4,000	-	-	
							Anticipate \$16,900 for tower rent by year end. We will see a budget deficit by year end of roughly \$10K.
General Government	Rents and Leases	26,467	-	26,467	4,185	15.81	
General Government	Rental of Property	1,525	-	1,525	1,500	98.36	
General Government	Sale of Assets	-	-	-	-	-	Pass
General Government	Sale of Property	-	-	-	-	-	Pass
General Government	Insurance Recoveries	-	-	-	-	-	Pass
General Government	Donations and Contributions	-	-	-	-	-	Pass
General Government	Purchase Card Rebate	11,000	-	11,000	4,819	43.81	
							Workers Comp audit is performed in December. Last year we realized a \$22K refund. We hope to realize the same this year. We received a \$3K dividend from CVMIC in the 1st Quarter, this year.
General Government	Insurance Premium Refund/Adj	25,000	-	25,000	2,562	10.25	
General Government	Refund of Prior Years Expense	-	-	-	290	289.57	
General Government	Proceeds from Notes	117,000	-	117,000	-	-	
General Government	Transfer from Debt Service	-	-	-	-	-	Pass
General Government	Transfer from TIF	-	-	-	-	-	Pass
General Government	Transfer from Capital Projects	-	-	-	-	-	Pass
General Government	Transfer from Land Development	-	-	-	-	-	Pass
General Government	Transfer from Capital Equip	-	-	-	-	-	Pass

City of Baraboo
1st Quarter Financial Report
March 31, 2020

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
General Government	Transfer from Airport Operatng	-	-	-	-	-	Pass
General Government	Transfer from Alma Waite	-	-	-	-	-	Pass
General Government	Transfer from TIF Incentive	-	-	-	-	-	Pass
General Government	Fund Balance Applied	628,504	43,732	672,236	-	-	Planned spenddown of fund balance to be realized at year end, if needed.
General Government	Fund Balance Applied-Designate	39,897	-	39,897	-	-	Planned spenddown of fund balance to be realized at year end, if needed.
General Government	General Property Taxes	1,740,437	-	1,740,437	1,740,437	100.00	
General Government	Contributions from Utilities	393,288	-	393,288	-	-	Fully anticipated by year end.
General Government	Interest from Utilities	-	-	-	-	-	Pass
General Government	Transfers	1,110,648	-	1,110,648	-	-	Fully anticipated by year end.
General Government	General Property Taxes	72,200	-	72,200	72,200	100.00	
General Government	State Development Grant	-	-	-	-	-	Pass
General Government	Intergov Charges (Loc Gov)	-	-	-	-	-	Pass
General Government	Sale of Assets	-	-	-	-	-	Pass
General Government	Transfers	2,432,178	59,196	2,491,374	-	-	Fully anticipated by year end.
General Government	Sale of Assets	1,485	-	1,485	1,230	82.86	
General Government	Transfers	173,253	-	173,253	-	-	Fully anticipated by year end.
General Government Total		17,286,072	102,928	17,389,000	9,203,469	52.93	

City of Baraboo
1st Quarter Financial Report
March 31, 2020

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service							
	Function	12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>Finance Department</u>							
							The City receives 1st Quarter payments after April 1st. Spinning Wheel has seen an increase of roughly 350%. The impact of the COVID pandemic is hard to gauge at this point. Will have a better idea 2nd quarter.
Finance	Room Tax	10,000	-	10,000	-	-	
Finance	Interest & Penalties on Taxes	500	-	500	23,665	4,732.90	
Finance	Dog & Cat License	10,000	-	10,000	4,460	44.60	
							The City is not charging late fees during this COVID pandemic. We will see a decline in revenue. Will have a better idea in 2nd quarter.
Finance	Pet License Late Fees	850	-	850	135	15.88	
							This revenue has two main sources. Fees that are paid up front and fees that are part of a quarterly billing. The revenue for 1st quarter is in line with last year.
Finance	Special Assessment Letter Fees	6,500	-	6,500	100	1.54	
Finance	Other General Government	800	-	800	7	0.92	Pass
Finance	Contributions from Sewer	11,735	-	11,735	-	-	Fully anticipated by year end.
Finance	Contributions from Water	11,735	-	11,735	-	-	Fully anticipated by year end.
Finance	Contributions from Stormwater	11,735	-	11,735	-	-	Fully anticipated by year end.
							Interest has been impacted by the substantial decrease in rates attributed to COVID pandemic. The interest projection as of 1st Quarter to year end is roughly \$120K - \$140K, or a roughly \$40K - \$60K budget deficit.
Finance	Interest on Investments	180,200	-	180,200	34,867	19.35	
Finance	Interest on Special Assessment	50	-	50	239	477.24	
Finance	Interest on A/R	1,200	-	1,200	313	26.04	
	Finance Department Total	245,305	-	245,305	63,784	26.00	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service							
	Function	12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>City Attorney</u>							
City Attorney	Attorney Fees	19,350	-	19,350	-	-	The budget of \$19K is derived from charging the Utilities, Engineering & CDA for administration fees. Journal entries and billings do not typically go out until June.
	City Attorney Total	19,350	-	19,350	-	-	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service							
	Function	12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>City Administrator</u>							
City Administrator	Planning Grant	-	-	-	-	-	Pass
City Administrator	Development Review Fees	-	-	-	70	70.00	
City Administrator	Fund Balance Applied	-	-	-	-	-	Pass
City Administrator Total		-	-	-	70	-	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service							
	Function	12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>Economic Development</u>							
Economic Development	Intergov Charges (Loc Gov)	-	-	-	-	-	Pass
Economic Development	Transfer from Land Development	-	-	-	-	-	Pass
							This source of revenue comes from restricted funds and represents a spenddown of that reserve. Pass.
Economic Development	Fund Balance Applied-Marketing	10,000	-	10,000	-	-	
	Economic Development Total	10,000	-	10,000	-	-	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>Police Department</u>							
Police	Police Grant - COPS Grant	-	-	-	-	-	Pass
Police	Police Training	4,300	-	4,300	-	-	Fully anticipated by year end.
							Police participation in grants is part of a taskforce approach with other county entities. The Chief indicates we are fine through June. Since the State runs on a different budget cycle, there is a little uncertainty (offset by PD OT reduction).
Police	Police Grant	17,900	2,500	20,400	513	2.51	
Police	Bicycle License	-	-	-	-	-	Pass
Police	Parking Violations	34,000	-	34,000	9,947	29.26	
							The Chief is uncertain about this revenue being able to meet budget by year end. The fees are derived from record requests. The record requests are now digital, which has a negative impact on revenue for there is no charge for digital.
Police	Police Fees	1,200	-	1,200	17	1.44	
							Transport of mental commitments is down due to COVID 19. The Chief anticipates seeing an increase in this line by year end. Any reduction to this line is offset by a reduction in cost. 13% is reasonable.
Police	Transport Services	12,000	-	12,000	1,549	12.91	
Police	Sale of Assets	5,000	-	5,000	1	0.02	Fully anticipated by year end.
Police	Donations and Contributions	-	-	-	-	-	Pass
Police	Fund Balance Applied	-	-	-	-	-	Pass
Police	Donations - Designated	-	1,310	1,310	-	-	Fully anticipated by year end.
Police	Fund Bal Applied-Desig Bike	-	-	-	-	-	Pass
							The Chief still anticipates receiving donations this year. 1% is reasonable.
Police	Canine Unit Contributions	14,250	-	14,250	90	0.63	
Police	Donations-Designate Prop/Equip	-	2,540	2,540	-	-	Fully anticipated by year end.
PS/Admin Building	Transfers	-	-	-	-	-	Pass
Police Department Total		88,650	6,350	95,000	12,117	12.75	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>Fire Department</u>							
Fire	Fire Insurance Tax (2% Dues)	61,388	-	61,388	-	-	The payments are not expected to be received until June, 2020. We anticipate full receipt.
Fire	Fire Grant	-	-	-	923	922.50	
Fire	Emergency Mgmt Grant	-	-	-	-	-	Pass
							50/50 grant. Anticipate full receipt by year end.
Fire	DNR Grant	600	-	600	-	-	
Fire	Fire Dept Fees	300	-	300	586	195.22	
Fire	Weather Radios	75	-	75	-	-	Still anticipate selling radios by year end.
Fire	Fire Rescue Fees	1,186	-	1,186	-	-	The City Attorney will need to create an Ordinance to be able to charge these fees. We anticipate receipt by year end.
							Payments are received twice a year. As of April, we have Approximately \$75K. The year end projection is \$179,400, or \$30K budget deficit.
Fire	Intergov Charge (Fire)	208,296	-	208,296	-	-	
Fire	Sale of Assets	300	-	300	-	-	Anticipating more than \$300 by year end.
Fire	Insurance Recoveries	3,500	5,190	8,690	9,918	114.14	
Fire	Transfer from Fire Equipment	-	-	-	-	-	Pass
Fire	Transfer from Capital Equip	-	-	-	-	-	Pass
Fire	Donations - Designated	-	-	-	4,570	4,570.00	This amount is restricted and will not be used for operating shortages.
Fire	Transfer from PS Impact	-	-	-	-	-	Pass
Fire Department Total		275,645	5,190	280,835	15,997	5.70	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
Inspection & Zoning							
Inspection & Zoning	Building Permit	50,000	-	50,000	11,592	23.18	Reasonable
Inspection & Zoning	Zoning/Cond Use/Variance	3,000	-	3,000	500	16.67	Pass
Inspection & Zoning	Inspection Fees	-	-	-	-	-	Pass
Inspection & Zoning Total		53,000	-	53,000	12,092	22.82	
Engineering							
Engineering	Local Road Improvements	-	-	-	-	-	Pass
Engineering	Excavating Permit	5,000	-	5,000	600	12.00	Activity is not realized until summer months.
Engineering	Sale of Maps & Supplies	-	-	-	10	10.00	Pass
Engineering	Engineering Fees	5,000	-	5,000	-	-	Fully anticipated by year end.
Engineering	Local Road Improvements	-	-	-	-	-	Pass
Engineering	Curb & Gutter Assessment	28,287	-	28,287	6,375	22.54	Reasonable
Engineering	Urban Development	-	-	-	-	-	Pass
Engineering Total		38,287	-	38,287	6,985	18.24	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>Public Works</u>							
Street Department	Recycling Grant	35,000	-	35,000	-	-	Fully anticipated by year end.
Street Department	Vehicle Registration Fee	187,500	-	187,500	79	0.04	The less than 1% is reasonable as the fees were not anticipated to begin until May. However, we are receiving some revenue attributed to new vehicle registrations.
Street Department	Public Works Maint Charges	4,000	-	4,000	5,262	131.55	
Street Department	Sale of Garbage Carts	6,000	-	6,000	1,378	22.97	Although 1st Q is lacking, expected increase in refuse pickup due to Ordinance revision. Purchasing of larger carts is anticipated.
Street Department	Sale of Assets	5,500	-	5,500	7,200	130.91	
Street Department	Sale of Recyclables	1,000	-	1,000	1,129	112.86	
Street Department	Transfer from Capital Projects	-	-	-	-	-	Pass
Public Works	Sale of Assets	-	-	-	-	-	Pass
Public Works Total		239,000	-	239,000	15,048	6.30	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service							
	Function	12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>Library</u>							
Library	Library Grant	525	-	525	-	-	Director anticipates receiving this grant in June.
Library	Sauk County Library Aid	303,855	-	303,855	304,228	100.12	
Library	Library	27,000	-	27,000	5,593	20.72	The Director indicates that the COVID pandemic has had an impact with this revenue. Now that the Library has curbside service, revenue will resume, but at year end may result in deficit. Reserves will cover deficit.
Library	Donations and Contributions	-	-	-	-	-	Pass
Library	Transfer from Lib Seg	-	-	-	-	-	Pass
Library	Fund Balance Applied-Surplus	-	-	-	-	-	Pass
Library Total		331,380	-	331,380	309,821	93.49	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
Parks							
Parks	Forestry Grant	-	5,500	5,500	-	-	We will have this grant by year end.
Parks	DNR Grant	-	-	-	-	-	Pass
							Refunds due to COVID have caused a decline in this revenue. Director is cutting back on expenses to offset the decrease in revenue.
Parks	Parks	10,800	-	10,800	1,061	9.83	
Parks	Dog Park Fees	5,300	-	5,300	1,433	27.04	
							It's typical to be lagging during 1st Q, because we are only open during the summer.
Parks	Zoo Concessions	5,650	-	5,650	-	-	
Parks	Timber Sales	-	-	-	4,242	4,242.00	
Parks	Rents and Leases	61,000	-	61,000	19,659	32.23	
Parks	Sale of Assets	-	-	-	-	-	Pass
Parks	Donations and Contributions	-	-	-	-	-	Pass
Parks	Transfer from Park Dev/Impact	-	-	-	-	-	Pass
Parks	Transfer from Capital Equip	12,500	-	12,500	-	-	City Treasurer to make entry before year end.
Parks	Transfer from Alma Waite	4,500	-	4,500	-	-	Funds to be transferred upon Zoo Path construction in May.
							Funds to be transferred upon receipt of the \$5,500 forestry grant as local share. Should be realized by year end.
Parks	Transfer from Park Segregated	-	5,500	5,500	-	-	River walk Bridge Project (Fall) and Kayak launch project (Fall)
Parks	DNR Grant	-	186,183	186,183	-	-	
Parks	Sale of Assets	-	157,798	157,798	50,000	31.69	
							Transfer from restricted fund balance and debt proceeds to happen upon completion of the River walk Bridge Project and Kayak launch
Parks	Fund Balance Applied	33,000	202,177	235,177	-	-	
	Parks Total	132,750	557,158	689,908	76,395	11.07	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service							
	Function	12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>Recreation</u>							
Recreation	Contributions - Senior program	-	-	-	-	-	Pass
							Swimming Pool pass sales are typically not realized until June. However, with the COVID pandemic, the Pool may remain closed. Director indicates the lack of revenues will be offset by a decline in the related expenses.
Recreation	Swimming Pool	59,500	-	59,500	-	-	Normally 75% of programs are during the summer. 15% is reasonable. Director anticipates a decline due to the COVID pandemic, but will be offset by related expenses.
Recreation	Recreation	54,370	-	54,370	8,118	14.93	
Recreation	Weight Room	13,000	-	13,000	3,311	25.47	
							Typically vending sales are more prevalent during the summer months. Roughly 9% is reasonable
Recreation	Vending Machines	1,040	-	1,040	90	8.61	
	Recreation Total	127,910	-	127,910	11,518	9.01	
	Total All	18,847,349	671,626	19,518,975	9,727,297	49.84	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>General Government</u>							
General Fund	Council	39,643	-	39,643	9,710	24.49	
General Fund	Mayor	14,345	-	14,345	3,097	21.59	
General Fund	Data Processing	121,266	-	121,266	17,647	14.55	
General Fund	Ambulance	324,621	-	324,621	162,311	50.00	The City makes 2 installments. 50% is reasonable
General Fund	Airport	39,897	-	39,897	39,897	100.00	The City pays 1 lump sum amount during 1st quarter. 100% is reasonable.
General Fund	Cemetery	29,000	-	29,000	29,000	100.00	The City pays 1 lump sum amount during 1st quarter. 100% is reasonable.
General Fund	Cultural Expense	-	-	-	-	-	
General Fund	Celebrations & Entertainment	1,530	-	1,530	-	-	
General Fund	Cable TV	30,000	-	30,000	5,000	16.67	
General Fund	UW Campus	60,000	-	60,000	60,000	100.00	The City pays 1 lump sum amount during 1st quarter. 100% is reasonable.
General Fund	CDA Commission	662	-	662	296	44.72	Insignificant, Pass
General Fund	Sauk County Development	10,000	-	10,000	10,000	100.00	The City pays 1 lump sum amount during 1st quarter. 100% is reasonable.
General Fund	Pink Lady Rail Commission	500	-	500	500	100.00	The City pays 1 lump sum amount during 1st quarter. 100% is reasonable.
General Fund	Contingency	126,757	-	126,757	-	-	
General Fund	Transfer to Debt Service	-	-	-	-	-	
General Fund	Transfer to TIF	-	-	-	-	-	
General Fund	Transfer to Capital Projects	-	5,400	5,400	-	-	
Debt Service	Principal on Notes	3,244,373	-	3,244,373	1,024,061	31.56	Roughly 31% of all debt principal and interest payments are paid during 1st quarter. Roughly 32% is reasonable.
Capital Projects	Principal on Notes	-	-	-	-	-	
Capital Projects	Debt Issuance Costs	-	-	-	-	-	
Capital Projects	Transfer to Debt Service	-	-	-	-	-	
Special Assessment Projects	General Government	-	-	-	-	-	
Special Assessment Projects	General Government	-	-	-	-	-	
General Government Total		4,042,594	5,400	4,047,994	1,361,517	33.63	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service							
	Function	12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>Finance Department</u>							
General Fund	City Clerk	101,365	-	101,365	23,828	23.51	
General Fund	Elections	103,352	-	103,352	38,634	37.38	Electronic Poll Books were purchased during the 1st quarter for \$22,704 and accounts for the overage for 1st quarter. Should level out by year end. Roughly 38% is reasonable.
General Fund	Finance	287,398	-	287,398	65,883	22.92	
General Fund	Independent Auditing	47,200	-	47,200	1,500	3.18	
General Fund	City Treasurer	101,062	-	101,062	24,577	24.32	
General Fund	Assessment	69,669	-	69,669	3,535	5.07	
General Fund	Municipal Bldg	-	-	-	-	-	
General Fund	Municipal Building	188,998	-	188,998	50,377	26.65	Annual services agreements for Schindler Elevator, Universal Power and Systems, OMNI Systems are all paid during the 1st quarter. Roughly 27% is reasonable.
General Fund	Other General Government	3,256	-	3,256	3,256	99.99	League of Wisconsin membership dues paid in lump sum during the 1st quarter. 100% is reasonable.
General Fund	Illegal Taxes, Tax Refund	863	-	863	-	-	
General Fund	Property Insurance	3,817	-	3,817	97,978	2,566.88	Property insurance is paid from this account during 1st quarter and is allocated to respective departments by 3rd Quarter. 100% of insurance was budgeted at \$98,280. The actual expense of \$97,978 is below budget. This line is reasonable.
General Fund	Liability Insurance	14,682	-	14,682	-	-	
General Fund	Worker's Compensation	30,945	-	30,945	151,968	491.09	Workers Comp insurance is paid from this account during 1st quarter and is allocated to respective departments by 3rd Quarter. 100% of insurance was budgeted at \$150,327. the actual expense of \$151,968 is over budget by \$1,641, or 1%. Reasonable
General Fund	Sealer of Weights & Measures	4,400	-	4,400	-	-	
General Fund	Taxi Transportation	5,000	-	5,000	-	-	
Capital Projects	PS/Admin Building	528,298	-	528,298	370,375	70.11	USDA payments to CDA during 1st quarter. 70% is reasonable.

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service	Function	12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
Capital Projects	PS/Admin Building	-	-	-	-	-	
	Finance Department Total	1,490,305	-	1,490,305	831,912	55.82	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
Function							
<u>City Attorney</u>							
General Fund	City Attorney	138,031	-	138,031	25,841	18.72	
	City Attorney Total	138,031	-	138,031	25,841	18.72	
<u>City Administrator</u>							
General Fund	Administration	213,514	-	213,514	62,559	29.30	Previous City Administrator payout attributed to budget overrun. May have to apply roughly \$10K fund balance by year end.
General Fund	Personnel/Safety	5,650	-	5,650	1,729	30.59	Personnel testing and lab expense activity in 1st quarter and should level out by year end. 31% is reasonable.
General Fund	Planning	5,707	-	5,707	24	0.42	
	City Administrator Total	224,871	-	224,871	64,312	28.60	
<u>Economic Development</u>							
General Fund	Economic Development	77,684	(5,400)	72,284	21,005	29.06	Gov Office Website Upgrade annual payment \$4,325 and Chamber of Commerce JEM Marketing annual contribution of \$10K. 30% is reasonable.
	Economic Development Total	77,684	(5,400)	72,284	21,005	29.06	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
Function							
<u>Police Department</u>							
General Fund	Police Department	3,024,405	6,350	3,030,755	637,572	21.04	
General Fund	Departmental Services	627,192	-	627,192	157,494	25.11	Pass
General Fund	Records & Support	323,626	11,600	335,226	76,296	22.76	
General Fund	Canine Unit	14,250	-	14,250	-	-	
General Fund	Animal Control	2,250	-	2,250	173	7.68	
Capital Projects	Police Department	-	-	-	-	-	
Police Department Total		3,991,723	17,950	4,009,673	871,534	21.74	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
Function							
<u>Fire Department</u>							
General Fund	Fire Station	122,359	-	122,359	8,944	7.31	
							BDAS to reimburse a portion of the total Alliant Energy bill. City sends invoices July and December. 34% is reasonable.
General Fund	Alma Waite Annex	1,900	-	1,900	639	33.61	
General Fund	Fire Protection	709,980	14,868	724,848	135,022	18.63	
General Fund	Hydrant Rental	289,307	-	289,307	-	-	
General Fund	Emergency Management	8,112	-	8,112	11	0.13	
General Fund	Transfer to Capital Fund	20,000	-	20,000	-	-	
Capital Projects	Fire Protection	-	-	-	-	-	
Fire Department Total		1,151,658	14,868	1,166,526	144,615	12.40	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
Inspection & Zoning							
General Fund	Building Inspection	73,954	-	73,954	22,178	29.99	MSA at \$3K and IWORQ Systems annual permit management fee at \$4K. 30% is reasonable.
General Fund	Zoning	802	-	802	25	3.08	
	Inspection & Zoning Total	74,756	-	74,756	22,202	29.70	
Engineering							
General Fund	Mapping & Engineering Support	220,657	-	220,657	38,269	17.34	
General Fund	Bridges	1,500	-	1,500	-	-	
General Fund	Sidewalk Repair	58,146	-	58,146	-	-	
General Fund	Railroad Repairs	-	-	-	-	-	
General Fund	New Streets - Aidable	16,579	-	16,579	-	-	
General Fund	New Sidewalks	4,646	-	4,646	-	-	
Capital Projects	Bridges	-	-	-	-	-	
Capital Projects	Railroad Repairs	-	-	-	-	-	
Capital Projects	New Streets - Aidable	814,200	-	814,200	-	-	
Capital Projects	New Sidewalk	-	-	-	-	-	
Capital Projects	Transfer to Capital Projects	6,880	-	6,880	-	-	
Special Assessment Projects	Sidewalk Repair	-	-	-	-	-	
Special Assessment Projects	New Streets - Aidable	160,000	-	160,000	-	-	
Special Assessment Projects	New Curb & Gutter	-	-	-	-	-	
Special Assessment Projects	New Sidewalk	43,025	-	43,025	-	-	
	Engineering Total	1,325,633	-	1,325,633	38,269	2.89	

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
Public Works							
General Fund	Storage Buildings	37,826	-	37,826	1,832	4.84	
General Fund	PW Operations	421,569	-	421,569	78,620	18.65	
General Fund	Machinery & Equipment	443,692	721	444,413	52,132	11.73	
General Fund	City Services Facility	115,461	-	115,461	37,210	32.23	Repairs and maintenance Door 8 \$5K, vehicle inspection \$1K. Do not foresee budget overrun at year end. 32% is reasonable.
General Fund	Street Maintenance	367,973	-	367,973	35,647	9.69	
General Fund	Alleys	75,211	-	75,211	-	-	
General Fund	Snow & Ice	313,711	6,848	320,559	138,889	43.33	Wages at roughly 41% due to winter season. Wages will level out during the year. Blade and plow cutting edges purchased during 1st quarter. Salt inventory built up during 1st Q. 43% is reasonable.
General Fund	Trees and Brush	95,558	-	95,558	28,230	29.54	50% Chipper w/Parks was purchased during 1st Q. 30% is reasonable.
General Fund	Street Lighting	-	-	-	-	-	
General Fund	Parking Lots	6,583	-	6,583	-	-	
General Fund	Garbage & Refuse	128,146	-	128,146	20,158	15.73	
General Fund	Solid Waste Disposal	205,000	-	205,000	29,203	14.25	
General Fund	Recycling	113,799	-	113,799	16,729	14.70	
General Fund	Weeds	11,050	-	11,050	-	-	
General Fund	Compost	38,730	-	38,730	6,990	18.05	
Capital Projects	PW-Machinery & Equipment	-	-	-	-	-	
Capital Projects	City Services Center	-	-	-	-	-	
Capital Projects	Street Maintenance	-	-	-	-	-	
Capital Projects	Street Maintenance	-	-	-	-	-	
Capital Projects	Parking Lots	-	-	-	-	-	
General Fund	Transfer to Capital Funds	100,000	-	100,000	-	-	
	Public Works Total	2,474,309	7,569	2,481,878	445,640	17.96	

City of Baraboo
1st Quarter Financial Report
March 31, 2020

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service							
Function		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
<u>Library</u>							
General Fund	Library	951,922	-	951,922	240,675	25.28	Reasonable
	Library Total	951,922	-	951,922	240,675	25.28	

City of Baraboo
1st Quarter Financial Report
March 31, 2020

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Funds: 100, General Fund; 430, Capital Projects; 432, Special Assessment Projects; 300, Debt Service		12/31/2020 Original Budget	Budget Adjustment Increase/ (Decrease)	12/31/2020 Total Budget	03/31/2020 Actual	% of Budget Should be 25	Comment
Function							
<u>Parks</u>							
General Fund	ROW - Trees	112,951	-	112,951	31,361	27.77	"Right of Way" or street trees are taken care of in January through March, then again in November and December. 28% is reasonable.
General Fund	Civic Center	323,999	(11,910)	312,089	65,503	20.99	
General Fund	Parks	592,543	12,795	605,338	105,031	17.35	
General Fund	Zoo	260,094	25,000	285,094	43,817	15.37	
General Fund	Forestry	139,563	-	139,563	42,433	30.40	50% Purchase of Wood chipper shared with PW. 30% is reasonable.
Capital Projects	Civic Center	-	-	-	-	-	
Capital Projects	Parks	165,000	605,354	770,354	603	0.08	
Capital Projects	Zoo	-	-	-	-	-	
Parks Total		1,594,150	631,239	2,225,389	288,748	12.98	
<u>Recreation</u>							
General Fund	Recreation	177,632	-	177,632	28,411	15.99	
General Fund	Pool	108,084	-	108,084	828	0.77	
General Fund	Winter Recreation	997	-	997	519	52.06	Ice skating happens during January -February. So most of the cost will be during 1st Q. 52% is reasonable
Capital Projects	Pool	-	-	-	-	-	
Recreation Total		286,713	-	286,713	29,758	10.38	
<u>Community Development Authority (CDA)</u>							
General Fund	Community Development	-	-	-	-	-	
General Fund	BEDC	-	-	-	4	4.24	
General Fund	CDA Accts Receivable	-	-	-	-	-	
CDA Total		-	-	-	4	-	
Total All		17,824,349	671,626	18,495,975	4,386,033	23.71	

Members Present: Petty, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, C. Haggard, M. Schauf

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Petty to approve the minutes of March 10, 2020 and carried unanimously. Moved by Kent, seconded by Petty to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Petty to recommend to Council for approval of the accounts payable for **\$1,353,626.92** (\$920,668.94 for 3/24/2019 & \$432,957.98 for 4/14/2020). Motion carried unanimously.
- b) **4th Qtr. 2019 CDA Budget Amendments** – The Committee reviewed the CDA's 4th Qtr. Budget Amendments. Moved by Kent, seconded by Petty to recommend to Council for approval. Motion carried unanimously.

Information Items – None.

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:28pm.
Brenda Zeman, City Clerk

Baraboo BID Meeting Minutes
3/18/2020

Present Members: Stelling, Wickus, Yount, Fay, Sloan
Absent Members: Brunker, Marklein, Kolb, Downing

President Fay called the meeting to order at 5:53 pm

Approval of February 2020 minutes: Yount/Wickus
Adoption of Agenda: Stelling/Wickus

President: None

Secretary: None

Treasurer: Need to determine if we need to increase 2020 budget to \$1800 to pay City of Baraboo admin fees

Appearances: Banners changed out, sticks are frozen in flowerpots so unable to remove, looking to hire someone to fill flowerpots

Business Development: None

Finance: None

Parking: None

Promotions: Devils Lake guide and maps completed and placed. Farmers market to get web security for \$100

Old Business

Civic Center Mural: Everything is in place and was set to start in May but now unknown with Covid-19 pandemic

Branding update: Spirit trail and tourism widget has been contracted out

New Business

1. What can we do to help business owners with Covid-19 pandemic

2. Approval of Vouchers:

a. Wisconsin Public Radio \$1,960

b. Next Level \$247.50

c. Skillet Creek Media \$125.00

d. City of Baraboo \$1,239.48

Total: \$3,571.98

Approved: Wickus/Yount

Motion to adjourn at 6:24 p.m. by Yount/Wickus

Baraboo BID Meeting Minutes
4/15/20 Remote Meeting

Participating: Members: Stelling, Yount, Sloan, Marklein, Wickus, Fay, Kolb
Others: None
Absent: Brunker

President Fay called the meeting to order at 5:47 p.m.

Approval of March 2020 minutes: Stelling/Wickus
Adoption of Agenda: Wickus/Yount

President: Brendan McDaniel from Toy Soldier shop will serve in the BID seat vacated by Sheila Byberg.
Secretary: None
Treasurer: None
Appearances: Committee needs to meet to discuss RFPs for planters. Proposed skipping spring planters in favor of early summer plantings.
Business Development: Will be working with Lacey Steffes on development programming for members.
Finance: None
Parking: Previous contractor for weed removal is available and ready.
Promotions: Has been having conversations regarding Farmer's Market. Intention is to hold the Farmer's Market with safeguards in place. \$5,000 for Branding Initiative needs to be transferred from reserves rather than the Promotions Committee budget.

Old Business

None

New Business

Approval of vouchers:

NextLevel Marketing (Promotion) \$67.50

Approved: Wickus/Yount

Motion to adjourn at 6:06 p.m. by Sloan/Stelling

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

UW-Baraboo/Sauk County Campus, Executive Dining Room

Baraboo, Wisconsin

Thursday, February 20, 2020

Members present: Phil Wedekind, Tom Kolb, Bryant Hazard, Cheryl Giese, Kennie Downing

Members Absent: Scott Von Asten, Cynthia Haggard

Others Present: Ed Janairo, Haley Hoffman, Jesse Arias, John Christensen, Mike Compton, Peter Davis, Susan Endres, and Mike Palm.

Chair Wedekind called the meeting to order at 8:00 a.m. and Compliance with the Open Meeting Law was verified.

MOTION (Kolb/Hazard) adopt the agenda. Motion carried unanimously.

MOTION (Hazard/Kolb) to approve the minutes of the regular meeting on December 19, 2019 with addition. Motion carried unanimously.

Public Comment: None.

Communications: None.

Facilities planning and maintenance report:

Arias, Facilities Director gave the committee an update on proposed projects (report attached).

Discussion and approval of 2019 budget amendments.

MOTION (Hazard/Kolb) to carryforward \$17,942 and move to fund balance. Motion carried unanimously.

Financial report and approval of vouchers.

Report given. MOTION (Kolb/Hazard) to approve vouchers in the amount of \$4,590.93. Motion carried unanimously.

Discussion of Master Plan.

Janairo gave report on master plan and process.

Update from Student Housing Advisory Committee.

Update was given.

Deans' Report.

Janairo gave the committee a brief update (report attached).

MOTION (Giese/Kolb) to adjourn until Thursday, March 19, 2020 at 8:00 a.m. Motion carried.

Respectfully Submitted,

Alene Bolin

Administrative Coordinator

Minutes
 Baraboo District Ambulance Commission
Finance Ad Hoc Committee
 February 26, 2020

Call to Order & Roll Call

- The February 26, 2020 meeting of the Ad Hoc Committee was called to order by Meier at 6:45 pm.
- Committee members present: Meier, Puttkamer, and Petty. Also present: Turnquist, Stieve, Rago, Snow, Downie, Berna, Kierzek, Dahlke, Stone, and others.
- Meier confirmed that the meeting had been posted in compliance with the Open Meeting Law.
- The agenda was adopted with a motion made by Petty, seconded by Puttkamer. Voice vote, unanimous. Motion carried.

Approval of Previous Minutes

Public Invited to Speak

- No public comments.

Appearances / Announcements / Correspondence / Reports

- None

New Business

1. Approve check details and online payments for January 12 – February 15, 2020 in the amount of \$369,388.75. 100% approve as presented was made by Puttkamer, seconded by Petty. Voice vote, unanimous. Motion carried.
2. Approve write-offs of patient accounts and apply to 2019. Motion made that 100% of Board approved write-offs be made not exceed \$378,378.35 made by Puttkamer seconded by Petty. Voice vote. Passed unanimously.
3. Approve year end Fund Balance Resolution in preparation for 2019 Audit. Motion to approve by Puttkamer, seconded by Petty. Voice vote. Passed unanimously.
4. Transfer and consolidate small balance LGIP accounts. Motion by Petty recommending to full Commission for approval. Seconded by Puttkamer. Voice vote. Passed unanimously.

Additional Comments & Future Agenda Item

None

Adjournment

There being no further business to come before the Committee, motion for adjournment was made by Petty and seconded by Meier. Voice vote motion was unanimous at 7:00 pm

Minutes
Baraboo District Ambulance Commission
Special Meeting of the Members
Baraboo EMS Administrative Offices
121 5th Street, Baraboo, Wisconsin

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Wednesday, February 26, 2020 at 7:15 or immediately following the Commission Meeting

- In Attendance -

Commissioners: David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Tim Stone, Joel Petty, Randy Puttkamer, Tim Stieve, Terry Turnquist, Karl Berna,

Others: Nicole Marklein, Kennie Downing,

Call to Order & Roll Call

1. Note compliance with the Open Meeting Law. Acknowledges
2. Adoption of agenda. Motion to approve agenda by Meier, 2nd by Petty. Motion passed unanimously by voice vote.

Public Invited to Speak - Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer. None

Reports - None

New Business

Background by Troy about scheduling Special Meeting to access Credit Line would be difficult if not impossible.

1. Approve procedure for quick or emergency access to Credit Line if needed.

A motion to approve the procedure for an emergency draw on the Line of Credit would require agreement by only two of the signees in the amount of \$100,000.00 with notification of the Commission at the next meeting made by Meier, 2nd by Petty. No Discussion. Motion carried by unanimous voice vote.

Adjournment

Motion for Adjournment made by Meier, 2nd by Puttkamer. Motion carried by unanimous voice vote.

Posted by: _____

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Minutes
Baraboo District Ambulance Commission – Special Meeting
Sauk County LEC Meeting Room
1300 Lange Ct, Baraboo, WI 53913 (note new location)

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Wednesday,
March 11, 2020 at 7:00 PM

- Notice to -

Commissioners: David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Darlene Otto, Joel Petty, Randy Puttkamer, Tim Stieve, Terry Turnquist, Karl Berna, Phil Wedekind

Others: Wayne Maffei, Nicole Marklein, Dr. Manuel Mendoza, Mayor Palm, Kennie Downing, Local Media

Call to Order & Roll Call

1. Note Compliance with open Meeting Law – Confirmed by Rago
2. Adoption of agenda Motion by Puttkamer, 2nd by Petty Voice vote passed unanimously
3. Approval of previous minutes Motion with correction after closed session of Kierzek being a nye vote on motion for on Interim Director RFP by Puttkamer, 2nd by Meier Voice vote passed unanimously.

Public Invited to Speak - Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer. President Dahlke recognized Ben Wolter, who commented the on process of the Commission reviewing and restructuring the Service. He also said he was speaking for some current employees that could not speak for themselves for fear of retaliation. President Dahlke recognized City Administrator Kennie Downing. Administrator Downing then read a letter from someone that signed, “the rest of us”. That letter is included with the Minutes.

Reports

- Legal Counsel Report - None
- Treasurer’s Report - Treasurer Meier is waiting on the Billing Dept. 2018 reports to finish Audit before moving on to 2019 Audit.
- President’s Report – Reassured that the request for the Interim Director was not a reflection of the current Acting Chief’s job performance. Looking for outside oversight.
- Interim Chief’s Report – See attached Report.
- Transition Committee – Turnquist spoke to moving the Organization Chart faster so that the Management team could move forward with implementation of needed actions. Petty concurred.

New Business

1. Approval of Revised BDAS Organizational Chart - . Discussion- by Turnquist and Petty with comments by Meier and Dahlke on HR Director that would be full time and a Personnel

Posted by: _____

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Minutes
Baraboo District Ambulance Commission – Special Meeting
Sauk County LEC Meeting Room
1300 Lange Ct, Baraboo, WI 53913 (note new location)

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Wednesday,
March 11, 2020 at 7:00 PM

Committee as a standing committee. Motion to adopt the Organizational Chart with Finance Committee acting as Personnel committee until May Election of Commission Officers. Motion to approve Revised BDAS Organization Chart was made by Stieve, 2nd by Stone. Passed by voice vote unanimously.

2. Discussion and possible action regarding revised Complaint Policy. Discussion with Counsel Marklein and HR Director Larsen on the revised Complaint Policy HR Director also stated that this does not supersede the current policy on Harassment or Discrimination. Comment by Stone that all employees to sign the Policy. More general discussion. Motion to adopt Revised Complaint Policy made by Stieve, 2nd by Petty. Passed by voice vote unanimously.
3. Discussion and possible action regarding billing services based on RFPs received. Score sheet discussed. General discussion. May 1st or possibly June 1st implementation. Comments on keeping In House billing until implementation of new Billing Service Contract. Direction to Snow to work on the contract with AMB to perhaps to include older accounts as well with presentation at the next Commission meeting, AMD presence optional at the meeting. Motion to approve contract negotiations with AMD by Troy Snow made by Meier, 2nd by Stieve. Passed by voice vote unanimously.
4. Discussion and possible action regarding RFP for Interim Director. Stieve covered draft RFP. General Discussion on who might respond. Petty commented that the Interim Director should be accessibility to all staff members. Motion to proceed with the posting the RFP for Interim Director made by Stieve, 2nd by Puttkamer. Passed by voice vote unanimously.

Commissioner Comments & Future Agenda Items

Future Agenda Items: Long term agreements and contracts to Marklein.
Members Meeting should be scheduled.

Dahlke spoke about rumors that the City of Baraboo wanting to get their own EMS Service. Petty commented on the fact the any Municipality can withdraw from BDAS but a lot of people are putting in work and effort to keep an improved BDAS in place.

Adjournment: Motion made to adjourn by Petty, 2nd by Stieve. Passed by unanimous vote.

Posted by: _____

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Minutes
Baraboo District Ambulance Commission – Special Meeting
Sauk County LEC Meeting Room
1300 Lange Ct, Baraboo, WI 53913 (note new location)

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Wednesday,
March 11, 2020 at 7:00 PM

To whom it may concern,

One page is too short, and ten pages are not long enough to address all of the issues that BDAS still faces from within; regardless, I will speak on behalf of “the rest of us” who are hesitant to speak in person, in fear of retaliation and persecution by the current administration and the remnants of the former one, to include the Captains, Lieutenants and their lackeys. You are being told by the transition committee, and the elements from within the Service, that everything is fine now that Dana is gone. This could not be further from the truth. Fundamentally, NOTHING has changed from within, since the individuals who have led the Service to the brink of destruction, are still doing that; unquestioned, unchallenged and hiding in plain sight. They are telling you, the Commission, exactly what you want to hear, and there is no question that they are working hard to meet your demands, but the better question that should be asked is who are they working for; you, the Service or themselves?

The Commission was alerted several times before this entire fiasco unfolded, about the issues that BDAS faced, to include unethical, dangerous and negligent behavior, and nothing was done then. Is it that the warnings were not taken seriously, or is it that the Commission was lulled into the false sense of security, by a narcissist who was willing to spin any story to justify his actions? What is different now? The answer is, absolutely nothing. You have removed a tumor, but what if the tumor was a cancer that has metastasized all over, and is lying in wait to rear its ugly head when you stop looking, when you stop asking the right questions? It should not come as a shock, that likeminded individuals attract likeminded individuals, and this is the elephant in the room. Regardless of the fact that Baraboo is the Circus Capital of the world, I doubt anyone would want another circus in the media as a result of not finishing the job that you have started.

Dana attracted and promoted individuals that are similar to him, and reduced what was once regarded as a progressive and respectable Service, to a laughing stock of the EMS community, where progress, talent and excellence go to die. If you truly want to change the Service for the better, you need to remove every single individual that even marginally held power under Dana, or else you will face another fiasco in a year, or five years from now. This includes the entire management structure, from Administration all the way down to the Captains, Acting Lieutenants and service members who are receiving special privileges due to romantic involvements, drinking together outside of work or just plainly sucking up enough to get what they want. EMS draws in “type A” personalities, but what we end up having is a collection of narcissists, sycophants and megalomaniacs who have been left to act as they please, without restraint.

You, the Commission, have focused your attention to the administration first, and rightfully so, but please, finish the job! As far as “the rest of us” are concerned, there is not a single individual within BDAS that deserves any position of power they hold. The consensus among “the rest of us” is that BDAS suffers from mismanagement, favoritism, preferential treatment, lack of proper training and abuse of power, and if that is not addressed, your efforts to set the Service on the right path are pointless. The Captains choose to do the bare minimum, if they choose to do any work at all, since they cannot be bothered to perform their functions when it does not suit them. As a result, certain service members are expected to work much harder and constantly run calls day in and day out, without the ability to protest unfair treatment. Their concerns fall on deaf ears, and they retaliated against if they raise the issues, meanwhile, the recipients of the favoritism and preferential treatment work less and less. The Captains and Acting Lieutenants have unrestrained amount of power and can exercise it as they see fit, without any care for the employees who are not part of their inner clique, who are left to suffer and be upset as the injustices continue to pile up. Despite the Service having financial issues, the crews are still sent on transfers that do not yield any revenue, because Officers in Charge cannot be bothered to properly investigate if the patients have insurance or not. It is more important to play Candy Crush, watch videos online, sit in the office all day, don’t take transfers at night if you don’t feel like it, and make empty speeches about leadership without any follow through. Do as I say, not do as I do is the norm at Baraboo District Ambulance Service.

All the changes you are witnessing are purely cosmetic, and the individuals who you listen to, will continue to present this façade that everything is fine, when clearly nothing is fine. They are waiting and hoping that you will stop paying attention, and that when the new Commission members are elected, management can go back to “business as usual,” as if it is still not like that right now. If you for a second do not believe the words that you are hearing, then you are cordially invited to execute an audit, dealing with operations, patient care and personnel issues. I invite you to prove myself and “the rest of us” wrong, and individually interview every member of the staff. We cannot allow for mismanagement, favoritism, abuse and mediocrity to be our guiding light for the future, or else we will stumble in the dark ages for a very, very long time. I wish I was not afraid to read all of this to you, but even now, I fear retribution and retaliation. Regardless, I want for myself, my coworkers, the Service and the public we serve, only the best, based on merit and not mediocrity, complacency and favoritism. We need transparency, not more coyness. Thank you.

Sincerely,

“The rest of us”

Posted by: _____

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Chief's Report 03/11/2020

Passwords and changes to new Logins are completed

FEMA AFG Grant, Medicare and State licensing are done

Crew morale is low.

575 is stripped and on the Wisconsin Surplus Website.

574 (Old) sold for \$8675.00

574 (New) is going to have O2 Tank brackets installed to accomodated the medical O2 Tanks that we currently use. Pomasl will be doing the work here along with installing the fog lights that were on back order.

IT is still ongoing major issue. One of or Servers went down and was given to Envisions IT, LLC to recover the data. They were able to access the data.

Two of our Captains participated in the one day Leadership Class sponsored by CVMIC and the City of Baraboo.

I was able to secure an almost \$10,000.00 Grant from SCWIHECC Region 5for PPE (personal protective equipment). This will keep our crews safe and ready to care for patients that contract or are exposed to COVID 19.

COVID 19 - We are receiving weekly updates on the situation surrounding this Virus.

We receive information from the Center for Disease Control, State of Wisconsin Health and Human Services Department and the South Central Wisconsin Emergency Healthcare Coalition.

One of our Captains attended the Sauk County Informational Meeting on the COVID 19 situation at HoChunk.

Posted by: _____

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Baraboo District Ambulance Commission
AD HOC Transition Committee
March 17th, 2020 Meeting
DRAFT Minutes

Members Present: Terry Turnquist, Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larson, Troy Snow, Joel Petty

Others Present:

- 1) AD HOC Transition Committee was called to order by Terry Turnquist on March 17th, 2020 at 9:00 am
Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Robin Meier, 2nd by Joel Petty to adopt amended agenda. Motion carried.
- 3) Approve Minutes of March 5th, 2020 meeting: Motion by Tim Stieve, 2nd by Joel Petty to approve the minutes of the March 5th, 2020 committee meeting. Motion carried.
- 4) Public Invited to speak: None
- 5) Old Business
 - a) Update on List of Items to be addressed. The list was reviewed and changes were made to the list with notes. See Attached updated list.
 - b) Update on Billing Services – Discussion of plan for billing Department. Discussion followed. It was discussed that the contract with the billing Service should state to start “no later than June 1st, 2020 but that anytime prior to that would be acceptable. It was decided that Troy, Betsy & Legal Services (Nicole) should develop a plan on staffing once the Contract to move forward with contracting Billing services is approved.
- 6) New Business
 - a) Review & Finalize Job Descriptions for the HR Director, Chief, Deputy Chief & Finance Director. Committee went through the updated Draft Job descriptions one by one and made changes. Once completed with the review a motion was made by Robin Meier to complete the updates and send these new Job Descriptions to the entire Commission for approval at the next meeting, 2nd by Joel Petty. Motion Carried.
 - b) Review and approve RFP for Legal Services – Discussed how best to completed this. It was noted that it would probably not require a formal RFP but to send letters to various Law Firms with that experience. Robin noted she had done research as to who other municipalities utilize. Robin agreed she would research this further and bring back information at a future meeting of the committee for review and possible recommendation.
 - c) Review of the By-laws – a copy of the By-Laws was handed out. From previous discussion it was noted there was not specific action to take at this time but that we need to continually make sure we are making notes on changes that will be necessary to the By-laws based on the overall structural changes being recommended/approved, such as the Organizational Chart. It was noted that it would make the most sense to incorporate all necessary changes and approve the By-laws at the annual meeting of the Members in October.
- 7) Next meeting and agenda. Next meeting was set for April 2nd, 2020 with the only agenda item being:
 - a) Review responses on Interim Director RFP – Possible action – set interviews with respondents
- 8) Adjourn. Move by Caleb Johnson, 2nd by Joel Petty to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary

Compiled prioritized list of areas for the Ad Hoc Committee to address (*Updated 3-17-2020*):

- (1) BDAS Organizational Chart/Structure – **Chart done – Work continues on below**
 - a) Update/Development of Employee handbook
 - b) Review of Clinical Staffing
 - c) Training Center
 - d) Performance Appraisals for all staff
- (2) Billing – Contracted Service versus In-house–**Moving to Contracted Service–work on below**
 - a) Develop RFP for Billing Services - **Completed**
 - b) Billing Software updates – **Depends on Billing Service input**
 - c) Plan for Billing Department moving forward – **To be developed**
- (3) Contracted IT Services versus In-house – **Official Direction to the Commission to outsource**
 - a) Contract with Sauk County or use other?
 - b) Internet Service Provider, who to use?
- ~~(4) Review of Management Study previously completed on BDAS – Remove~~
- (5) BDAS Legal Services – **Under review**
- (6) Review of all Policies, Procedures, Commission By-Laws – **Ongoing issue**
- (7) Look at Utilizing Old City Hall Space – **Added to List – to be researched**
- (8) Medical Direction Services – **RFP – To be determined**